

# NURSERY FIRE PROCEDURE - WESTONING

Fire drills are held regularly throughout the year. It is the nature of the drill that they are held without warning to staff or children. In the fire drill procedure special consideration is given for the evacuation of children /staff/visitors who may be disabled.

Responsibility for the administration of the fire drill alert rests with the Nursery managers.

## General Fire Safety

Ensuring fire safety rests with the nursery manager

Escape routes            all emergency exit doors are to be unlocked when the premises are in use or fitted with an approved fire emergency exit device

Fire doors                must never be obstructed by desks etc. which impede exit

Fire extinguishers      to be serviced by approved contractors

Fire alarms              to be activated during drill and are serviced annually

Master points, in case of fire, are displayed

## Fire assembly point.            Outdoor play area (garden) or Cricket Club Car Park

All children and staff will evacuate to the fire assembly point where a register will be taken. All rooms must take the signing in and out sheets and the deputy will take the setting diary to aid the registration of the children and staff during such an event.

If evacuation is necessary and a safe house is required arrangements have been made with Cricket Club so that we can take refuge within the Cricket Club.

Your fire safety officer is Jane Laycock & \_\_\_\_\_

## REVIEWING THE POLICY

The Policy will be reviewed every year unless a change in legislation necessitates a shorter review period or there are changes in the activities or personnel of the Provision that require changes to be made.

Adapted by: Jane Laycock

Date: April 2019

Signed by: \_\_\_\_\_

Review date: April 2020