

## Fire Safety Procedure



At Jo Jo's Day Care Nursery Limited we make sure the nursery is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures. The Nursery Manager also the designated fire officer [Jodine Grutzmacher] make sure the nursery premises are compliant with fire safety regulations and seeks advice from the local fire safety officer as necessary, including following any major changes or alterations to the premises.

The Nursery Manager also the designated fire officer has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children at least every small term or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the nursery. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

The Nursery Manager also the designated fire officer checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	Jodine Grutzmacher	Daily	All rooms
Fire extinguishers and blankets	Barfires	Yearly	All rooms
Evacuation pack	Jodine Grutzmacher	Yearly	Reception
Smoke/heat alarms	Jodine Grutzmacher	Termly	All rooms
Fire alarms	Jodine Grutzmacher	Termly	All rooms
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Jodine Grutzmacher	Daily	All rooms

### Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors must be kept in the visitor's book. These records must be taken out along with the register and emergency contacts list in the event of a fire.

### No smoking policy

The nursery operates a strict no smoking policy – please see this separate policy for details.

### Fire drill procedure

- In case of fire, you will hear the fire alarms in short bursts. Point out the fire exit furthest away from the fire to staff, parent, carers and children.
- Stay calm; gather the children from their activity and walk to the fire exit pointed to. If this is unsafe to move to, go to the nearest exit to you and immediately evacuate the building.
- Proceed to the car park in Clarendon Street. Remain here until told otherwise by the manager or fire officer, fire brigade or police.
- On the way out the fire officer will check the toilets, 2 year old room (Pebbles), over 3's years room (Sea Shells) for children and staff and collect the register, staff sign in book, mobile phone and first aid kit if safe to do so.
- Cooks will walk calmly upstairs to the baby room (Sea Horses) and help assist to bring out babies. Anyone under the stairs is also to assist baby room.
- Once outside the fire officer will telephone the fire brigade while the manager takes the register. Wait for emergency services and report any unaccounted persons to the fire service/police.
- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for
- Once everyone is accounted for, parents will be telephoned and asked to collect their child from an appointed position.
- Do not re-enter the building until the fire brigade say it is safe to do so.



Please also refer to the settings Fire Safety Procedure displayed within the nursery.

*If you are unable to evacuate safely:*

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the manager of your location and identity of the children and other adults with you.

The Nursery Manager, designated fire officer and room supervisor is to:

- Pick up the staff register, mobile phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area – (Clarendon Street – Car Park) the room supervisor is to check the children against the register
- Account for all adults: staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

### **Suspected Bomb Procedure:**

In the event, that the nursery suspects a bomb is on or near the premises the above fire drill procedure is to be followed. However, a more suitable meeting point will be accessed; this is located at (Hampton Primary School entrance).

When dialling the emergency services the Nursery Manager is to also ask for the police.

### **Remember**

- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for.
- If you leave the building please sign out of the day book to ensure that everyone can be accounted for in an emergency.
- Children must be marked in/out on the daily register.

The manager will assess the efficiency of the fire procedure after each drill is carried out. The time taken to evacuate, the accessibility of fire escape, the behaviour of staff and children during the drill. Feedback and staff comments to be made during staff meetings in that week.

**Date Monitored:** 16<sup>th</sup> May 2022

**Name:** Jodine Grutzmacher

**Signature:**

**Review Date:** May 2023

