

FIRE DRILL

On hearing the fire alarms immediate evacuation is necessary. The children are escorted out at the nearest fire exits. All staff is aware of the fire drills for each learning zone. Fire drill signs are displayed in the play areas and fire exits signs are clearly visible. Fire drills are normally conducted quarterly but occasionally as our system is very sensitive drills may occur more frequently and due to our recruitment policies and procedures all new staff will experience a fire drill in the first few weeks of employment. All drills are logged down and kept on file. The alarms are tested on a regular basis and a professional firm checks all fire equipment annually. All inspections are logged and a certificate is produced and kept on file.

All the staff is aware of where the fire equipment is stored and are able to operate the equipment if necessary. However, the staff's priority is to ensure the safety of the children, therefore procedures will be carried out in a calm and orderly manner, to avoid causing alarm to the children and to minimise disruption. All personal belongings will remain in the setting.

We have a fire information box located in the entrance to St Bernard's where relevant information and plans are kept to assist the fire brigade on entry. We also store all emergency contact numbers in the box in the unfortunate event it is necessary to contact parents.

In the event of a fire the following procedures are in place:

Little Wrigglers

On hearing the alarm, the staffs in the Little Wrigglers will evacuate the building using the front exit. The children are then assembled on the front driveway and if necessary the travel cot is obtained from the front lobby to assist with the comfort of the smaller children. The senior member of staff in the area collects the register and ensures all the children/staff have left the area safely. Any children sleeping in the quiet room are also evacuated to the front of the premise; the assembly point is to be a safe distance from the building. The register will be taken.

Little Explorers

All children will be immediately filed out of the nearest fire exit (normally the main route being via the side entrance and assembled either on the nursery driveway or on the dentist's car park two buildings away from our setting, depending on the nature of evacuation. If the side entrance is not fit for purpose then the children will evacuate via the rear doors into the garden and gather at the rear of the premises. The senior member of staff in the area collects the register, checks all staff and children have vacated the premises including checking all bathroom areas. The staff in the baby area will account for any children sleeping/resting in the quiet room or any children in their learning environment who are playing with the Little Wrigglers. Registers will be taken.

Little Learners

When the alarm is raised, if possible the children will be exited downstairs and evacuated through the nearest fire exit door. However if the stairs are not accessible, the children can be taken through the landing window on to the flat roof and lifted down to the staff in the rear garden. The senior member of staff will then check all the rooms upstairs to establish all staff and children have vacated the building. The register will be taken.

The Officer in Charge will contact the emergency services.

EVACUATION POLICY

There may be a time when it is essential to evacuate the premises. The alarm will be raised by means of a whistle or fire alarm raised (whistles are located in each room). Evacuation must be carried out immediately. Each area follows their fire drill procedure for exiting the building. Depending on the reason for evacuating the premises the children will be located at a safe distance away from the building. However it may be necessary to move the children further away from the building therefore each area has a further strategy to follow.

Little Wrigglers will exit through the nursery front door and assemble on the dentists waiting area.

Little Explorers (downstairs) exit through the side entrance and assemble in the dentist's waiting area.

Little Learners will either exit through the front door or assemble in the dentists waiting area or if they are using the flat roof they will exit at the bottom of the garden and assemble at the rear of the garden.