Fire safety and Emergency evacuation

Policy statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. Management and all staff are familiar with the current Legal requirements. Fire Marshall (Management staff of Belfield Montessori) are in charge if a situation/risk of fire should occur at Belfield.

All management staff are trained to be Fire Marshalls in case of any risk of fire in or outside of the building/nursery.

Procedures

- The basis of fire safety is risk assessment. These are carried out by a Fire Marshall.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as advised by BSEN standards
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - clearly displayed in the premises;
  - explained to new members of staff, volunteers and parents; and
  - practised regularly at least once every month.
  - Records are kept of fire drills and the servicing of fire safety equipment.

Procedure to be followed in the event of fire (EVACUATION PLAN)

1. On the hearing of the Fire Alarm the children of each room will line up by the door and the responsible teacher will take the daily register with them.

2. Children and Staff will evacuate the building depending on where the fire is and head towards the nearest fire exit (main entrance, laundry room, garden);

3. If children/staff are in the garden, they are not to re-enter the building, but move the class as far away from the building as possible and exit via the garden gate.
   Ruby room should evacuate the big garden via the end gate (gate keys are located by the garden door/in the staff room) Babies and staff must then gather in the front drive way - taking a register to ensure all children and staff are present).
   Gold, Silver, Sapphire rooms to evacuate via the gate at the end of the big garden (gate keys located on the staff room wall).
   If children are sleeping (in Silver room), staff in the Gold room and management are to go assist with waking the children and safely bringing them downstairs and exiting via the main door.

4. Children and staff must then gather on the back driveway- taking a register to ensure all children and staff are present).
5. Staff must wait for management or fire crew to inform you of when to re-enter the building or otherwise.
6. If the fire is in the garden, you are to re-enter the building and set off the fire alarm immediately.
7. All the staff and children will walk out of the building following guidance from the person in charge (management/fire crew).

8. The Fire Assembly Point is either at the back driveway or front driveway – you will be instructed where to go.
9. Once all the children and staff reach the assembly point the head of their classroom will line up all the children and the register will be re-taken (checking that all the children and staff from each classroom are present)

10. The member of staff in charge that day (manager/deputy manager/3rd in charge) will call the emergency services (999), using a mobile phone, once she has evacuated the building. If the member of staff does not have a mobile phone, nor does any other member of staff, a member will be dispatched to the nearest building (The Barrington Pub) to use the telephone there.
11. Only the manager/deputy manager can decide if and when it is safe to re-enter the building. This must be done in liaison with the emergency services
12. Where it is not possible to return to the building the children will be taken to The Barrington Pub (Great North Road) to be kept warm and dry and to await collection by their parents.
13. The person in charge will inform the authorized collectors that the children can be collected from The Barrington Pub (Great North Road)

In the event of an Emergency Evacuation in Adverse Conditions such as Bomb scare, Gas leek, Terrorist Attack, etc please follow 8.6 Intruder and Lockdown Procedure.