



## **Fire Safety Procedure**

In the event of a fire at Loversall Farm Day Nursery, the following procedure will be followed:

- The person discovering the fire will sound the alarm immediately.
- Upon hearing the fire alarm, the staff in each age group will calmly escort the children to the nearest fire exit taking the room registers with them.
- All supernumerary staff members will proceed to the baby room to help carry the babies out of the building.
- The staff and children in the 2-3 age group will exit the building through the fire exit within their room, they will all walk through the main garden, through the entrance gate and locate in the car park. If it is unsafe for them to walk across the garden and through the main gate, they will walk through the vegetable garden to the gate at the rear of the garden, or through the paddock and into the main car park
- The staff and the children within the 3-5 age group will exit the building through the fire exits located within their room, through the sensory garden and make their way to the main car park. One fire exit is in the main section of the room and the second is in the studio.
- The nursery manager or deputy manager will be responsible for checking all the rooms are clear, internal doors are closed and will collect the staff signing in sheet which is located in the under stairs cupboard and the visitor's book which is located within the reception area before exiting the nursery. Wherever possible fire exit doors should be closed upon leaving the building.
- Fire evacuation bags (located in the cupboard underneath Alfie's tank) and the nursery mobile phone will also be taken as part of the evacuation plan

- Emergency services will be contacted using the telephone number 999.
- The nursery manager and/or business manager will complete a full register check on all children, staff and visitors by using the staff signing in sheet and visitors record.
- Parents and carers will be contacted to collect their children after an assessment of the situation is made by the nursery manager and business manager. (Details of emergency contact numbers are kept within the evacuation bags).
- It is the responsibility of the management team to complete the fire evacuation log.

If you are unable to evacuate safely:

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

NB\* under no circumstances will we allow any staff member to put themselves or others at risk. We understand the importance of ensuring everyone understands the above emergency plan and have included explanation and training of this during staff induction.

Emergency evacuation practice will take place every term and details of this will be recorded on the fire evacuation sheets filed within the main office on the lower floor.

### **Contingency plans**

We will only re-enter the building when told by the emergency services that it is safe to do so. If circumstances prevent us from re-entering the building we will re-locate to St. Katherines Church opposite the nursery. We will remain there until all the children have been collected by an authorised person as identified on their registration form. If in the event parents send a person to collect their child who is not on the registration form, we will follow the procedure for unauthorised collection.

## **Personal Emergency Evacuation Plans (PEEPS)**

There may be children in attendance at nursery that are in receipt of a PEEP. The Peep is written to highlight how these children can be effectively supported during a fire evacuation. It is imperative that all staff within the child's base room are fully aware of the content of the PEEP and the responsibility they hold in the evacuation process. Where a member of staff is supporting in the room who doesn't normally do so, it is important that they are informed of the children who have a PEEP and what constitutes safe evacuation procedures.

There are many reasons a child may have a written PEEP, some reasons include, but are not limited to:

- A disability or additional need, including emotional and physical needs
- Children with a diagnosis of ASD, ADHD or other behavioural needs
- Sensory needs, including visual and hearing impairments
- Children with communication and speech needs
- Children with English as an Additional Language (EAL)

A copy of all PEEPS are stored confidentially within each of the rooms. A copy of the PEEPS are also available in the Health and Safety Folder (under the fire section) within the main cupboard in the main office.

All PEEPS are reviewed as needs change or at least annually.

<b>This policy was adopted on</b>	7 September 2018
<b>Signed on behalf of the nursery</b>	
<b>Signed by Nursery owner</b>	
<b>Date for review</b>	September 2026