



Fire Evacuation Procedure

Fire drills / practice fire drills Larkfield daycare will carry out a weekly test on our fire alarm system. This will be carried out every Wednesday morning and it will involve the alarm sounding for a short period of time. Staff do not need to evacuate the building unless the alarm continues to sound. We will carry out monthly practice fire drills and this will be on different days and at different times, staff will not be informed in advance about when these will happen. It is the staff's responsibility to follow the procedures below in the event of the alarm sounding.

Discovering a fire If any member of staff discovers a fire, then they MUST immediately sound the fire alarm and follow the evacuation procedures.

In the event of fire alarm sounding

- A full evacuation to be carried out immediately (please see evacuation procedures detailed on page 2)
- Manager / person in charge to check fire alarm unit, to discover what zone fire has been detected
- Manager / person in charge to investigate the zone where the alarm unit has detected a fire
- Manager / person in charge to inform senior staff what area is being investigated
- Manager / person in charge will report findings to staff

If false alarm

- Manager / person in charge to reset fire alarm
- Staff and children will re-enter the nursery
- Manager / person in charge to record the false alarm / practice drill.

Available fire exits

- Main nursery entrance / exit door – This is the fire exit that all rooms will use if accessible, if not then they must use the next nearest available fire exit. All staff and children will meet in the garden area until management confirms that it is safe to re-enter the nursery.

Procedure for evacuation.

- Raise the alarm by shouting Fire.
- Fire brigade is contacted by management if there is a fire.
- Room Leaders must take their register
- Staff must then do a quick head count whilst nursery manager / person in charge is checking all areas of the nursery
- Manager / person in charge to take in her possession, the registration folder, which contains all of the children's contact details.
- Once everyone has met at the assembly point the manager / person in charge will check that all staff and children are safe and present
- If children cannot re-enter the premises then they must go to the 686 Cafe for their own safety.
- Manager / person in charge will notify all parents of their child's wellbeing and arrange for their child to be collected from the Cafe.
- On arrival of emergency services the manager / person in charge will speak with fire crew / emergency services.

Remember:

Sleeping children and carry any children that can't walk.

Establish where the fire is and the best escape route, we have 3 in order of preference,

Route 1. Through preschool room and out the back door. For a fire drill assemble in the backyard. For a real fire leave the backyard and assemble on the pavement outside on Fletcher drive.

Route 2. Out of the back door in the main room, down the corridor and into the garden. For a fire drill assemble in the backyard. For a real fire leave the backyard and assemble on the pavement outside on Fletcher drive.

Route 3. Out of the front door, walk round the side of the building and assemble on the pavement outside on Fletcher drive. For a fire drill assemble in the entrance/ porch area.

On fire drills we are to gather in the back yard/ garden or porch area only and do not actually leave the premises.

Do not re-enter the building until the fire brigade has told you it is safe to do so.