

Whipperley Nursery
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Fire Drill and Evacuation Procedures

Whipperley Nursery will follow the correct procedures for evacuating the building in the event of a fire to ensure that all children and staff are safely led away from the building.

Aim

It is our aim to ensure the safety of all children, visitors and staff by leaving the building as quickly and calmly as possible.

We will-

- Have 1 fire drill each half term and an evaluation/ record will be made, any actions will be discussed with all staff
- Ensure all practitioners, students and volunteers visitors are aware of the fire procedures.
- All visitors on the premises are given a discussion on what to do if the alarm is raised
- Conduct a formal risk management assessment at least once a year, and will monitor risks each day.

Drills/Including Lock down

Whipperley Academy are responsible for arranging the Fire Drills, which take place once a term. When we have a new member of staff, student or volunteer we will explain our routine as part of their induction. The date/time of all drills are recorded. All drills are evaluated. Fire drill/Lock Down are raised by a BELL which have different sounds.

Emergency evacuation procedure

Our emergency evacuation indicates the following

- How children are familiar with the sound of the fire alarm.
- How the children staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How they will be accounted for and who by.

Fire alarm

The sound of the alarm is identified by a continuous BELL sound which all staff and children are familiar with through discussion and regular fire drills. Fire Alarm sound varies from Lockdown sound

Fire Exit

Fire exits are clearly marked and are kept clear at all times.

Procedure, Evacuation and Assembly Point

-In the event of a fire starting within the Nursery building an adult will calmly raise the alarm by breaking the glass panel or evacuate if the fire alarm is raised

-The evacuation of children, visitors, students and staff will start immediately.

-Supervisors will collect/take all registers/ total numbers for the day

-All persons will make their way to the allocated assembly point led by qualified staff through the playground area towards the back gate. No one will take any personal belongings etc

(Out of the main playground exit by the slide and wait on grassed area outside the perimeter of the playground) as far away as possible from the building

-The Fire Wardens KIM FRENCH/TRACEY PERRY will check toilets/rooms - all areas of the building

-Fire Wardens are trained on a yearly basis

-No one should attempt to put out the fire.

-At the assembly point, the register will be called and checked for any unaccounted adults or children, and Fire Brigade will be told of any missing people. Nobody will be permitted to return to the building until the all clear is given by the MAIN SCHOOL Warden/Fire Brigade.

-The children's address and contact numbers are in the register so in the event of a real fire the manager and/or supervisor will contact parents/carers.

-All parents/carers are made aware of the Fire Drill procedure within their Welcome Pack/Notice Board

-The Drill will be evaluated/Actions where needed

-The drill will be discussed with all staff at a meeting

Should the fire start at the Nursery Management will be in touch via mobile with Whipperley Academy

Training

-All staff have yearly Fire Awareness training training (Safe smart)

Emergency Fire Drill Kit

An emergency bag will be taken out on fire drills, this will also include a mobile and telephone numbers of children, staff and visitor's first aid kit. Baby wipes - Tissues - Risk assessment - pen - paper etc

A plan of the Building to hand to the Fire Brigade if needed

Fire Extinguishers/Blankets /Emergency Lighting/All equipment

-Is checked Whipperley Academy who hold the records

The fire drill log book contains:

- Date and time of the drill.
- How long it took.
- How many children, staff, students and visitors
- Whether there were any problems that delayed evacuation - actions from the drill

Emergency evacuation from Whipperley Academy Premises

If all children/adults need to evacuate the premises grounds, the following will take place -

All children/staff will make their way to the local COMMUNITY CENTRE, who have given permission for our Nursery to use as a safe secure place, where children will be collected from by their parents/carers (Main Hall Community Centre)

An evacuation bag will be taken, containing all relevant items

This Policy/Procedure was adopted at a meeting on

By Whipperley Nursery Committee

Committee Signature.....Position.....

Date Signed.....