

# Fire / Evacuation Procedure

## Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - clearly displayed in the premises; (shown below)
  - explained to new members of staff, volunteers and parents;
  - practised regularly every half term.
- Records are kept of fire drills. As we are unable to set off the alarm for a drill, the nursery will use continuous blasts of a whistle.
- The servicing of fire safety equipment records are held by the Church.

**In the event of a fire or other need to evacuate the building, the "fire alarm" is sounded. The Church fire alarm will sound in the event of an actual fire and whistles would be used in conjunction with same to maintain continuity with the fire drill procedure for the benefit of the children.**

**The main kitchen has a heat alarm connected to a fire alarm that should 'go off' should the heat in the kitchen exceed settings. This alarm can be heard in the kitchen and main hall and it is the responsibility of practitioners in these areas to make all other staff aware of the alarm.**

## Evacuation Procedure for Fire (or any other reason that would require the evacuation of the church buildings)

When the fire whistle blows / alarm sounds staff will;

- Collect the children together in the room where they are.
- Leave the building through the nearest fire exit.
- Take the children to the congregation point : front boundary of the church main car park.
- REMEMBER - AT ALL TIMES DO NOT RUN
- The Room Register (including a copy of the latest child contact information) and the visitors book must be taken outside by a member of the management team or, if they are not present any member of staff.
- Staff register should also be taken outside.
- A member of staff should bring the child records folder, but only if it is safe to do so.
- Children to be kept in a group, calmly, to enable the register to be checked.
- With specific regard to fire;
  - Senior Member of staff to telephone the fire brigade.
  - No-one is to re-enter the building until it is declared safe by the Leading Fire Officer (White Helmet)
- In the event of a suspected gas leak contact the National Gas Emergency Service 0800 111 999

**In the event of any incident / disaster that entails the complete evacuation of the Church and surrounding area, the above procedure is followed but the children are then escorted safely to the front playground of Prettygate**



Signed : *Steve Catley*  
Date : reviewed September 2020

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School, Plume Avenue where the registers will be checked again. A member of the management team will contact the school by telephone on 01206 577608 to advise of our impending arrival.



**Plume  
Avenue  
Nursery**

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