



Albert Village Nursery

Fire Drill Procedure

On hearing the school/nursery alarm:

- Evacuate the nursery in a calm and orderly manner, using the nearest safe exit. Make your way to the allocated assembly point (playground/school field).
- Do not stop to collect any personal belongings.
- Nursery staff to pick up the register and/or visitors book.
- The last person to leave the nursery is to check all areas of nursery inside and out and close the doors when leaving.
- Nursery staff to check the register and visitors book to ensure all children, visitors and staff are accounted for.
- Should any children be missing the Nursery Manager will follow the Lost Child Procedure.
- Do not attempt to go back into the nursery until the all clear has been given by the Headteacher.
- All children should be made to feel at ease and praised for their efforts, ensuring all visitors or parents are comfortable with the situation.
- All parents/carers are to be informed of the drill, after the event via Class Dojo/Facebook . If it is a real fire parents/carers will be called as soon as is practically possible in order for them to collect their child.

On discovering a fire in nursery:

- Raise the alarm by breaking the alarm box.
- Evacuate the nursery in a calm and orderly manner using the nearest safe exit. Make your way to the allocated assembly point. Nursery staff will lead the children out.
- Do not stop to collect any personal belongings.
- Nursery Manager to take a mobile phone, dial 999 and ask for the Fire Service. (Do not replace the handset until the Fire Service confirms the correct address).

- Nursery Staff to pick up the register and the last staff member to leave must check all areas of nursery inside and out, remembering to close the doors.
- Do not attempt to put the fire out.
- Once at the allocated assembly point the school office must be informed of the situation.
- Nursery Staff to check the register and/or visitors book to ensure all children, staff and visitors are accounted for.
- Should any children be missing the Nursery Manager will follow the Lost Child Procedure.
- Do not attempt to go back into the nursery until the all clear has been given by the Nursery Manager/Headteacher.
- All children should be made to feel at ease and praised for their efforts, ensuring all visitors or parents are comfortable with the situation.
- All parents/carers are to be informed of the drill via Class Dojo/Facebook. If it is a real fire parents/carers will be called as soon as is practically possible in order for them to collect their child.

Fire drills will be held at regular and random intervals with no regard to any conditions existing inside or outside the nursery premises such as weather conditions, visitors, parents and activities being carried out. A record will be made of the date, time, duration of the drill and members of staff, children and visitors that were present. Any issues will be documented and the Headteacher/Premises Officer informed.

The Nursery Manager may initiate a fire drill at any time by placing the 'Fire Painting' sign in any part of the nursery (located in the risk assessment folder in the store cupboard). Nursery children will be encouraged to recognise this sign and know what to do should they see it. This will be incorporated into everyday activities so the children become familiar with the procedure.

April 2018

Review date: April 2020

