**Policy statement**

We ensure our premises present no risk of fire by providing the highest possible standard of fire protection. The management and staff are familiar with current legal requirements. When necessary we will seek advice of a competent person, such as our fire officer, or fire safety consultant.

**Fire Drills**

The Manager/Supervisor is responsible for arranging the Fire Drills, which they will delegate to a different staff member to perform. These will happen once every six weeks or if we have a new member of staff, student or volunteer we will do one as part of their induction, Alarms will be checked once a week as part of the risk checks by staff. All information will be recorded signed and dated.

The fire Drill procedure will be clearly displayed in each room for all parents, visitors and helpers to read. Visitors will be informed of exits.

If the fire/ smoke alarm fails to go off to warn of a fire, a backup plan of a verbal warning or whistle will be given to warn the setting of the fire. Records are kept of fire drills and the servicing of fire safety equipment

**Emergency evacuation procedure**

Our emergency evacuation shows the following instructions

* 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.
* Who calls the emergency services and when in the event of a real fire.
* How parents are contacted.

Fire alarm

The sound of the alarm is identified by a continuous beep throughout the nursery which all staff and children are familiar with through discussion and regular fire drills.

**Fire Exit**

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

**Evacuation and Assembly Point**

On discovering a fire:

* Grab the daily register and immediately evacuate the building under guidance from the person in charge
* Close all doors behind you wherever possible
* Calmly call children in your care together
* Leave the building via the nearest, safe emergency exit
* Headcount the children in your care, alerting the manager if any are missing
* Remain outside the building until the manager deems the premises as safe. If the building is on fire
* All staff will walk the children out of the premises turning left outside the main gates and along Cambridge Road for approximately 25 meters then turning left and along Grove Court passageway, past the bungalows and into the car parking area which is the designated assembly point.
* Make sure that all the children are accounted for using the daily register.
* Do not stop to collect personal belongings on evacuating the building
* Do not attempt to go back in and fight the fire

Map

Description automatically generated with medium confidence

All Children, student and visitors will be led from the nursery via fire exit doors which are located in each room to the assembly point at Grove Court (where necessary prams, Grove Villa Red Bus will be used to evacuate babies and toddlers in an emergency). The room leaders will call the registers to make sure all children, staff and visitors are accounted for.

In the event of a real fire evacuation happening on a wet or cold day children will be escorted by staff to Letang Wolstenholme’s (owner) house for collection by parents.

In the event of a real fire the manager will call the fire brigade

**Children’s Details**

Folders containing original copies of the children’s records (contact information) is taken out by the manager, who will contact parents/carers in the event of a real emergency.

The visitor’s book will also be collected.

**Emergency Fire Drill Kit**

An emergency bag will be taken out on fire drills, this will also include mobile and telephone numbers of children, staff and visitor’s and first aid kit.

The fire drill log must be completed after every fire evacuation. The fire drill logbook must contain:

* 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.
* Any further action taken to improve the drill procedure.

**This Policy is effective from: 12/03/23 until further notice**

I have read and been informed about the content, requirements, and expectations of the **Fire Evacuation Policy / Emergency Evacuation Procedure for** employees at Grove Villa Childcare.

I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at Grove Villa Childcare.

I understand that if I have questions, at any time, regarding the **Evacuation Policy / Emergency Evacuation Policy**, I will consult with my immediate manager

Please read the **Evacuation Policy / Emergency Evacuation Procedure** carefully to ensure that you understand the policy before signing this document.

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