



- In the event of a fire, do not attempt to put it out yourself. Ensure the safety of the children in your care and yourself by collecting the children together and leaving by the nearest fire exit.
- A fire drill will take place every term at a time notified in advance to staff. Once a year a fire drill will take place without warning. All members of staff will be told that this will happen once a year, but no further warning will be given.
- The fire alarms will be tested for a short period each week outside of nursery hours.
- Fire extinguishers are tested by a properly authorised firm once a year and all fire exits will be kept in good repair.
- The CO2 fire extinguisher is situated outside the sensory room door and the fire blanket extinguisher is located in the Kitchen.
- All members of staff are aware of the location of fire exits – door to the patio, main entrance/exit door (near office) and exit door in the soft play area.
- Near each fire exit there is a notice explaining the fire procedures.

#### **Procedure to be followed in the event of a fire**

1. On hearing the fire alarm the children in each room will be collected together by the closest member of staff and taken out of the nearest fire exit to our **Assembly Point** which is located on the path at the side of the Rugby Club on the sports ground.
2. The Foxglove Fire Warden (**Gail Osborne**) or in her absence the Deputy (**Gemma Allocca**) will collect the register with emergency contact details, medication, keys and mobile telephone, before going outside. However, their priority is always to ensure all persons vacate the building safely without delay which may mean these items are not collected. Once the children have been safely guided to the Assembly Point, the children will line up and the register will be taken. The Foxglove Fire Warden will then return to disable the alarm if it was a drill or liaise with the Fire Service if it was a genuine alarm.
3. The Foxglove Fire Warden or in his/her absence the Deputy will call the emergency services (999) using a mobile phone once he/she has evacuated the building. If the member of staff does not have a mobile phone, and nor does any other member of staff, a member of staff will be despatched to the nearest building to use the phone there or to the nearest call box.

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4. Only the Foxglove Fire Warden or in his/her absence the Deputy can decide if and when it is safe to re-enter the building. This must be done in liaison with the emergency services.
5. Where it is not possible to return to the building the children will be taken to a location to be defined by the local Fire Service (\*) where they will be kept warm and dry and to await collection by their parents.
6. The Foxglove Fire Warden or in his/her absence the Deputy will inform the authorised collectors where and when the children can be collected from.

\*The Rugby Club is a possible location.

Upon completion of any fire drill, a report of the event is recorded by the Foxglove Fire Warden or in her absence the Deputy and is kept in the filing cabinet in the office. This should note any problems occurred which should be addressed with all staff members as soon as possible.

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Signed for and on behalf of Foxglove Nurseries

Lindsey Harvey (Principal) :

Date :

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