



- 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 Thursday lunchtime at approximately 13.00hrs.
- 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 Kitchen door and the fire blanket extinguisher is located in the Kitchen.
- All members of staff are aware of the location of fire exits – door in Green Room leading to external corridor, main entrance/exit door (near office) and exit door in Art Room.
- 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 front of the metal water drum, outside of the Gipping Valley Centre/Sports Field.
2. The Foxglove Fire Warden (**Lindsey Harvey**) or in her absence the Deputy (**Gail Osborne**) will collect the guidance rope and hand to a member of staff, collect the register, child information slips, medication 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 then confirms with the Kingsfield Centre site Fire Warden that we have all vacated our premises successfully or report any issues.
3. The Kingsfield Centre Fire Warden will call the emergency services but if in doubt, 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

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staff, a member of staff will be despatched to the nearest building to use the phone there or to the nearest call box.

4. Only the Kingsfield Centre site Fire Warden, 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.

*\*Suggest Gipping Valley Centre or Mid Suffolk Leisure Centre.*

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. The Kingsfield Centre may also issue a report which should be reviewed and filed with the nursery's report.

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Signed for and on behalf of Foxglove Montessori Nursery

Lindsey Harvey (Principal) :

Date :

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