



## *Fire Evacuation Policy*

The fire extinguishers and fire blankets on premises are checked by a professional every year. The smoke alarms are tested regularly and we use the smoke alarm to alert children to a fire drill, so they associate the noise with the procedure of leaving the building. Fire procedure notices are displayed in several different areas of the buildings.

In the event of a fire or a drill we leave via the fire escape and park gate. The Fire Marshal will check the playroom is clear. If a practitioner has taken a child or children downstairs to the toilet, they will ensure they take all the children from the toilet out of the side door, through to the garden and out on to the park. The assembly point is in the park and a practitioner will take the register to check everyone is present.

In the event of a fire the Manager will call the fire brigade on 999. A practitioner will wait at the bottom of Play Close to direct the fire brigade to our location. No one will be allowed to enter the building until the fire officers deem it safe to do so. Parents of all children will be telephoned and notified of the fire and asked to collect their children from Playclose Park.

### **Fire Evacuation Procedure**

- If you see a fire/smoke calmly raise the alarm, blow the whistle attached to the keys.
- The Fire marshal collects children's register, staff register, phone, keys, visitor book and fire bag (containing emergency contacts list, nappies, wipes and blankets) and a practitioner stands by the fire exit.
- The Fire marshal checks all areas and ensures children line up.
- The practitioner by the fire exit takes a headcount of the children, adults at rear to shout downstairs (if anyone is there) for a head count of children downstairs.
- Children exit the building with one practitioner at the front of the line and one at the rear, any other practitioners should help the children on the stairs, if children are downstairs that practitioner with them will lead them to the closest and safest exit to the garden then on to the park.
- Go into Play Close Park and stand in a circle.
- The Manager with the phone calls 999 and follows 'IN CASE OF FIRE' instructions.
- A practitioner calls the register to check everyone is present, anyone not accounted for must be reported to the fire officer attending.
- Do not re-enter the building until the fire service has deemed it safe.
- On a drill you can now re-enter the building and record the drill on the record sheet.
- **DO NOT** stop to collect personal belongings on evacuating the building.
- **DO NOT** attempt to go back in and fight the fire.
- **DO NOT** attempt to go back in if any children or adults are not accounted for.

## Fire Procedure - Playroom

### IN CASE OF FIRE

- Evacuate the building following drill procedure using the fire escape into the garden.
- Assemble children in the centre of Playclose Park.
- Then call Fire Brigade on **999**
- From mobile phone **07720 313418**
- From landline phone
- Give the operator the number of the mobile phone and ask for Fire Service
- When the Fire Brigade replies give them the instructions clearly:

**“FIRE AT APPLE BLOSSOM NURSERY**

**METHODIST CHURCH,**

**PLAYCLOSE,**

**PURTON**

**SN5 4DP”**

Do not finish the call until the Fire Brigade has repeated the address. If there are enough practitioners present one should stand on the junction of Playclose and High Street to direct the fire service.

## Playclose Notice – Garden

### IN CASE OF FIRE

- Evacuate the building following drill procedure using the closest exit into the garden.
- Assemble children in the centre of Playclose Park.
- Then call Fire Brigade on **999**
- From mobile phone **07759 583566**
- From landline phone **01793 950159**
- Give the operator the number of the mobile phone and ask for Fire Service
- When the Fire Brigade replies give them the instructions clearly:

**“FIRE AT APPLE BLOSSOM NURSERY**

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Do not finish the call until the Fire Brigade has repeated the address. If there are enough practitioners present one should stand at the junction of Playclose and High Street to direct the fire service.