



Maple Medical PRU *Young Parents' Centre*



Fire Procedures for the Nursery

In the case of a fire an adult is to raise the alarm, shout and press the nearest fire alarm, key code doors will automatically release. If you hear the fire alarm, evacuation is to be followed.

Nursery and reception staff are to evacuate babies via the fire exit, or alternative route depending on where fire is situated.

Babies are to be taken safely to the meeting point at the front of school in the small car park.

Nursery Nurses are to make sure all babies are out safely and to take out the nursery register and Emergency Bag.

Nursery Nurse

- To ensure nursery area is evacuated

All

- Assemble with babies at Fire Assembly point and take register to confirm all babies and staff are evacuated.
- Do not run
- Do not stop to collect belongings
- Do not return for anything
- Do not re-enter the building until you have been told it is safe to do so.
- Remain calm.

The muster point is the same for all staff, pupils and babies within Maple school. Registers will be taken at the muster point.

All

We may return to the building when the Nursery Manager gives permission of all clear.

Nursery manager will instruct the business manager to contact Emergency Services by dialling 999

First assembly point: Small car park

Contingency plan

We will go to Mallard primary if we are unable to enter the building after a fire. Parents and grandparents will be informed and in the event of damage to the building we will inform Ofsted including appropriate time scales.

Fire control

There will be a fire drill exercise at least once a term so that all staff are fully aware of the procedures to follow.

The fire control and detection equipment in the nursery is as follows;

2 emergency door call points, 1 fire alarm call points, a fire alarm, automatic door release with fire alarm, an emergency evacuation plan clearly displayed and a key for the outside gate to exit.

The call points are tested weekly by the caretaker and the fire fighting equipment is tested annually by Churches Fire Company. The alarms are tested every 6 months by DMBC.

There is a fire drill every term and a team of four fire wardens within Maple who meet each term after a fire drill to look at how things have gone and any actions as a result of the fire drill.

The register will also include visitors, parents/ carers, grandparents etc. as there is an electronic signing in system.

As parents are usually on site we have contact details of grandparents as well as parents.

If there is a false alarm, we must still evacuate. However, if there is a second alarm when the cause is known (e.g. a toaster) the fire warden may instruct people to remain in the building.

Date of Policy May 2019

Date of Review May 2021

Signed

Nursery manager.....

Chair of Management Committee.....