Little Professors

Nursery

FIRE AND EMERGENCY EVACUATION PROCEDURE

Little Professors Nursery is fitted with an automatic fire detection system from the main college building. When an alarm goes off in the main building, the nursery will be evacuated to ensure the safety of all the children, and staff.

The nursery's evacuation point is The Hub. Parents will be contacted as soon as possible using the contact numbers are in the address book. The signing in sheets for children, staff, students, visitors and address book **MUST** be taken to the assembly point and children and adults accounted for.

For extreme emergencies e.g. bomb evacuation the nursery will follow directions given from college fire wardens.

If children need to be collected they will remain with their key person until parent\carers arrives.

Regular head counts will be carried out and the children's welfare closely monitored.

All staff, students, parents and visitors must be aware of evacuation procedure.

The nursery is fitted with a fire alarm, there are also fire extinguishers and smoke detectors fitted in all corridors. These are checked annually by the appropriate outside agencies and staff receive ongoing training in using the equipment.

Exits should be kept clear at all time, free from obstruction inside and outside the premises.

Fire drills will be practiced regularly and recorded. All new students and staff must take part in the practice fire drills.

Reviewed August 2019

Fire drill procedure:

- Staff , students, visitors and children need to exit the building when the fire alarm sounds (either Full or intermittent.)
- Babies to be placed in the evacuation trolleys and evacuation cots and to vacate the building via the nearest fire exit, taking the signing in sheet with them and to do a head count.
- The 2-5 room to vacate the room through the nearest fire exit, taking the signing in sheets with them, and do a head count .
- Staff/students and visitors to leave the building by the nearest fire exits
- A member of the Management Team to take address book, phone staff/students and visitors signing in sheets, and check the building is clear
- Parents to collect children from assembly point, ensuring that they sign their children out if it is necessary.
- Parents that come to see if their child is ok, must return to the nursery with us and be responsible for their own child.
- Once the building is clear, all children/staff/students and visitors to return to the nursery. A member of the Management Team to carry out a head count, and ensure that all exits are secure.
- Fire drills to be recorded

The nursery is fitted with a fire alarm, smoke detectors, and fire extinguishers,

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