

## FIRE SAFETY AND EMERGENCY EVACUATION OF THE PREMISES POLICY

### Statement of Intent

The pre-school believes that children's safety is of paramount importance. We ensure that our premises present no risk of fire by ensuring the highest possible standard of fire precautions. Where necessary, we seek the advice of a competent person, such as a Fire Officer or a Fire Safety Consultant. All staff will be informed of the procedure of evacuation during induction.

### Method

- Fire doors are clearly marked, never obstructed and easily opened from the inside
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer
- A copy of evacuation procedures will be posted in each of the classrooms.
- Fire drills will take place every six weeks
- The Pre-school Manager or the Room Leader will be responsible for room registers leaving the building with the children and staff. (Where a Room Leader is absent, this will be the responsibility of an appointed team member)
- The Pre-school Manager will be responsible for emergency contact details and mobile telephone leaving the building with the children and staff.
- No one will return to the building until they have been given full clearance by Pre-school Manager, who in turn will only act on the advice of the fire brigade (in the event of a real emergency evacuation)
- At all times, staff will follow the advice of the emergency services.
- Records are kept of all fire drills and of the servicing of fire safety equipment.

### Emergency Evacuation Procedure

Our emergency evacuation procedures are clearly displayed on the premises, are explained to all new members of staff, volunteers and parents and are practised regularly, at least once every six weeks.

- Children are introduced to the sound of the fire alarm through regular fire drills
- Children, staff and parents are introduced to the emergency exits through regular fire drills
- In case of an emergency, the Pre-school Manager inside the building will call all children in the pre-school room to line up immediately, count heads and lead them through the nearest emergency exit to the assembly point on the playground, taking the register (which includes details of visitors) and emergency contact details with her.
- Any children in the toilets must be called back immediately, if it is safe to do so, and led to the assembly point with the other children.
- If there are children in the garden area, a second member of staff will call all these children to line up immediately, count heads and lead them to the assembly point.
- The Pre-school Manager will take the register to ensure that all children are accounted for and check that all staff and visitors are also accounted for.
- Under no circumstances should anyone return to a burning or dangerous building to search for anyone unaccounted for. The emergency services should be informed immediately if they need to search for anyone.

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- In the event of a real fire, a nominated person should call the emergency services, while the register is being taken. The priority is to evacuate everyone safely and to keep children calm.
- In the event of a real emergency, parents should be called as soon as possible to collect their children, using the contact list brought out with the register.

## Fire Drill Procedure

### ON DISCOVERING A FIRE CALMLY!!!

- Raise the alarm by operating the fire bell.
- Immediately evacuate the building under the guidance from
- Do not try to collect personal belongings on evacuating the building
- Room seniors to pick up their room registers.
- Check all rooms, toilets, corners, etc ensuring all doors are closed behind you.
- Using the nearest exit lead the children out, assemble at the nearest assembly point
- Do not attempt to go back in and fight the fire

## Fire Drill Record

The fire drill record book must contain:

- Date and time of the drill
- How long it took
- Whether there were any problems that delayed evacuation
- Any further action taken to improve the drill procedure

## General Fire Prevention Precautions

In addition to the fire risk assessment, we do the following to minimise the risk of fire occurring on the premises:

- Using electrical equipment in accordance with the manufacturer's instructions
- Ensure power points are not overloaded with adaptors
- All electrical toys and equipment are subject to PAT (Portable Appliance Testing) regularly.
- Ensuring that the 'No Smoking' policy is always observed
- Regular risk assessments to check for possible fire risks such as frayed wires.
- Switching off any equipment which does not need to remain on before leaving the premises
- Storing any potentially flammable materials safely

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## Fire Equipment and Exits

- Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturer's guidance. Fire Equipment is serviced yearly by Anglia Fire Protection.

**The following procedures and documentation in relation Fire Safety and Emergency Evacuation of the premises policy:**

## Statutory Framework for the Early Years Foundation Stage

*Section3: The Safeguard and Welfare Requirements 2017*

## Preschool Policies

Health & Safety  
Risk Assessment

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