

ALTON COLLEGE NURSERY

FIRE PROCEDURES

In the event of a fire:

The person who locates the fire will shout to the Manager/Deputy. Two whistle blows will be sounded. The person in charge will ensure that staff gather children and leave by the appropriate exits and assemble in the correct area of the garden. If on the carpeted area in Nursery, children and staff to leave via the Under 2's door. All others to leave via other door into garden (or whichever door is appropriate due to location of fire)

The Manager/deputy will gather the contacts folder, the register, visitors register, the radio and mobile phone, checking in all rooms and areas before they leave and collecting a bag of clothes / first aid box at the doorway and (inhalers/medicines if possible and safe to do so) in case the children are cold before they leave the building.

A head count will be taken to ensure all staff, students and children are present. Staff will then use the radio to inform the Manager and Facilities who will send for the fire services.

If we need to unlock the gate, the key is kept in the contacts folder.

In the event that parents have to be informed, all contact numbers and emergency numbers of staff and children will be found in the contact folder.

We hold regular fire drills (at least once a term) with different members of staff taking charge so everyone knows how to deal with the situation. These are recorded in the fire drill book and actions taken from each practice.

Staff now carry whistles on lanyards – 2 short bursts indicates fire.

In the event of a fire on the college site, we will evacuate until contacted to say it is safe to return to nursery.

Staff to lock gate behind them for safety of the children.

If the children and staff are outside playing and we have sleeping children, a member of staff will always be present inside the building in case of fire, to see to their safe evacuation.

Reviewed:	May 2021
Updated	July 2022

