

Cornhill Nursery – Fire Procedure Policy Nurseries 1 & 2



At Cornhill Nursery our first priority is the Health and Safety of all children in our care. We ensure our premises present no risk of fire by providing the highest possible standards of fire protection. The staff are familiar with current legal requirements and trained on fire safety procedures.

Fire drills

This includes conducting fire drills at least once a term to ensure all staff and children are aware of and are appropriately trained on how to respond safely. Fire drills are arranged by senior management and will occur at different times, and on different days, to ensure evacuations are possible under all circumstances. Fire procedures are clearly displayed in each nursery room for reference, usually located near the classroom door.

The fire alarms are tested every Friday at 8:30am.

Fire extinguishers and blankets

Fire extinguishers are placed in the kitchen area and beside the main nursery entrance doors. A fire blanket is also placed in the kitchen area. These are checked annually by the Fire Officer and certificates are recorded with the Senior Management team (SMT).

In the event of a fire alarm sounding, all staff and children must evacuate the premises immediately.

All belongings (jackets, bags, etc) are NOT to be collected on evacuation.

If all children are inside:

- Children will be asked to line up at their classroom door in a calm manner and wait for an adult.
- Staff MUST be aware of the total number of children they have present that day and count all children BEFORE leaving the nursery room.
- An adult must then lead the children to their emergency exit :

Nursery 1 – Out through the Main Nursery entrance.

Nursery 2 – Out through the Nursery 2 peg area door and then out the garden gate.

All staff and children must then gather at the assembly point **situated on the grass slope area to the left of the nursery garden.**

If some children are outside:

- Any members of staff who are outside MUST know how many children are in the garden at all times.
- The member of staff will:
Line up the children at the garden gate in a calm manner.
Carry out a head count.
Take the children to the assembly point.
- Once all children and staff are at the assembly point, children who were outside can re-join their own nursery class for the register to be taken.

Once at the assembly point:

- Staff must count the children again and take the register to make sure they have each child.
- Staff should keep children calm and remain on the grassy area until they hear **five bell rings** and are **notified by a member of SMT** that they can re-enter the building safely.

Alternative emergency exits

If for some reason the main emergency exit point is unavailable, staff will lead their children towards the next available exit:

Nursery 1 –

- Through the Nursery 1 peg area door **OR**
- Through the Nursery 2 peg area door and through the garden gate **OR**
- Through the double doors entering the school and out the Primary 1 entrance.

Nursery 2 –

- Through the Nursery 1 peg area door and through the garden gate **OR**
- Through the main nursery entrance doors **OR**
- Through the double doors entering the school and out the Primary 1 entrance.

Role of the adult

For each nursery room there are at least two adults responsible for that class.

It is the responsibility of all adults to attend to the children first and needs of specific children will always be considered.

Once the children are lined up ;

Adult one ;

- Counts heads of children and keeps them calm
- Brings the register with them.
- Leads children out through their emergency exit and towards the assembly point.

Adult two ;

Gathers the following ;

- Personal Plan/Contact Details Folder
- Phone (N1 staff)
- Walkie talkie (N2 staff)

and

- Carries out one final check of the nursery classroom then closes the classroom doors.
- Checks the toilets and closes the door.
- Checks the peg areas.
- Re-joins 'adult one' in supporting the children.

It will be at the discretion of staff members present in the room that day, as to who takes on the role of adult one and who takes on the role of adult two.

At all times, nursery staff must make sure all emergency exits are clear from obstruction, and the garden gate is unlocked at the beginning of every day.

In the case of a false alarm:

- SMT will notify staff it is safe to re-enter the nursery
- All staff and children will re-enter nursery safely
- False alarm will be recorded by SMT

If it is not safe for children to re-enter the building:

- Staff members from each nursery room will contact the parent/carer to notify them of their child's well-being and arrange for them to be collected from outside the nursery at the assembly point.

If a fire alarm sounds at drop off/pick up times:

- Children who have **NOT** yet been signed into the nursery are still under the responsibility of the **parent/carer** and should evacuate to the assembly point with that adult.
- Children who **ARE** signed into the nursery are now the **responsibility of the staff** and should remain with their class and staff member, **even if their parent is still present**, and follow the nursery procedures.

If a fire alarm sounds at lunch time/during gym sessions:

- Children will be asked to line up with the members of staff present and proceed to leave through the nearest emergency exit: **Double doors in the gym hall, leading towards the school playground**
- They can then make their way to the nearest assembly point and a head count will be done to make sure every child is present.

| <i>Policy written</i> | <i>Policy Reviewed</i> | <i>Changes Made</i> |
|-----------------------|------------------------|--|
| <i>May 2020</i> | <i>Feb 2021</i> | <i>N/A</i> |
| | <i>Sept 2022</i> | <i>N1 exit spot & roles of staff</i> |
| | <i>Aug 2023</i> | <i>N/A</i> |
| | <i>Sept 2024</i> | <i>N/A</i> |
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