General Fire Procedure and Considerations

Fire Procedure (copy of which is displayed in the hall)

On discovering a fire:-

- Immediately raise the alarm by operating the nearest fire alarm actuating point.

On hearing the fire alarm:-

- Evacuate the children in your care by the nearest available exit and report to the assembly point, which is: **The Lawn.**

DO NOT stop to collect personal belongings.

DO NOT re-enter the building.

Fire Appliances

If the fire is small and you can extinguish it without endangering yourself, use the most appropriate fire-fighting equipment to hand.

Red Extinguisher (water) – situated next to the door in the Garden Room.

Safe for use on wood, paper or textile fires only.
Do not use on live electrical equipment, inflammable liquids or metals.

Red Extinguisher (foam) – situated next to the door in the Baby Unit and in the Main Nursery Hall.

Safe for use on wood, paper, textile and flammable liquid fires only.
Do not use on live electrical equipment or flammable metals.

Red Extinguisher (CO2 carbon dioxide) – situated next to the door in the Kitchen and in the Garden Room.

Safe for use on flammable liquid and electrical fires.
Do not use on wood, paper or textiles.
Do not hold the horn when operating.

Fire Blanket – situated next to the cooker in the kitchen.

For smothering fires – safe for use on chip pan fires, deep fat fires and waste bin fires. Also safe and suitable for wrapping around someone whose clothes are burning.

Fire Actuating Points – situated at the Playroom fire Exit, Kitchen fire exit, Baby Unit fire exit and front door.

To be used to activate the fire alarm, by breaking the glass front with your thumb.

Fire Doors – all internal room doors (except toilet doors) are fire doors and are to be closed in the event of a fire.

Fire Exits – all external doors (Main Entrance, Baby Unit, Garden Room) and the Kitchen and Playroom exits through the baby Unit.

Fire Alarm – main box is situated in the hall. Smoke detectors are in all rooms, and a heat detector is in the kitchen.

General Considerations

Fire needs FUEL, HEAT and OXYGEN. Exclude any one of these and the fire will be extinguished.

Any electrical equipment that appears to be faulty is not to be used and should be removed and reported to the Officer in Charge.

Leave all fire exits clear of obstruction.

Fire doors should be kept closed as they prevent the passage and spread of smoke and fire.

All staff should familiarize themselves with the fire procedure and first aid techniques.

Remember more people are killed by smoke than by fire. Do not go into smoke filled rooms. If it is necessary to move in smoke keep down on the floor.
All fire sensors are checked fortnightly with a specialized aerosol.

A smell of gas should be reported immediately and the gas tap turned off (located in the cupboard under the stairs). In this event, doors and windows should be opened and no electrical appliances including lights should be switched on. The children should be evacuated and the gas board contacted immediately.

Responsibilities towards Prevention and Precautions

1. Ensure equipment is checked as to manufacturer's recommendations.

2. Ensure all the staff are aware of the fire procedure and fire drills are practiced on a regular basis.

3. Ensure all electrical equipment is correctly wired and used appropriately. When not in use equipment should be unplugged.

4. Ensure the fire procedure is prominently displayed and the staff are aware of appropriate use of equipment.

5. Ensure fire exits are not obstructed and clearly labeled.

6. Ensure fire doors are kept closed.

7. Ensure the correct disposal of waste. Do not allow the build up of rubbish and paper.

8. Report any incident to the local fire officer.

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Electrical Considerations

With a few exceptions, fires of electrical origin occur due to lack of reasonable care in the maintenance or use of electrical apparatus and installations. The power that provides heat and light, and drives electric motors is also capable of igniting insulation or other combustible materials.

Common Causes Of Electrical Fires

1. **Failure of insulation**

   Beware of – Frayed cables
   Cracked plugs
   Leads trailing in liquid

2. **Overheating of cables on equipment**

   Beware of – Overloading sockets
   Loose fitting plugs
   Incorrect fuses

3. **Ventilation**

   Beware of – covering equipment
   Obstructing ventilation

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