

# EMERGENCY PROCEDURES FOR FIRE

1. In the event of a fire it is the first duty of all concerned to try to prevent injury or loss of life. The safety of the children and staff is of prime importance.
2. In view of the above you should make sure that you are familiar with all the means of escape in case of a fire. Plus since there may be an opportunity in the event of a fire for you to attack it with the nearest fire appliance, you should ensure previously that you know the location of fire fighting equipment and should also ensure that you are able to use each item of equipment.
3. If you discover a fire, or if one is reported to you, you should **SOUND THE ALARM !**  
There are push panel alarm points in the Kitchen, Playroom, Main Nursery Hallway and the Baby Unit, all next to the fire exits.
4. The person in charge of the nursery at that time will be responsible for ensuring that the fire brigade is called immediately. ( If the electric trips then the phone system will not operate, staff must ensure they have mobiles in working order to hand for emergencies.
5. When the fire alarm has been sounded ensure that all doors which surround the area of the fire are closed.
6. Escort all children (or the ones in your care) to the assembly point in accordance with the Fire Drill Procedure, ensuring that ALL doors through which you pass are closed shut behind you.  
The assembly point for Sunnybank Nursery is THE TOP END OF THE GARDEN
7. On arrival at the Assembly Point a roll call should be taken by group leaders for their own groups, and the person in charge of the nursery at that time should be informed of the result (e.g. all persons present and accounted for or, one or more persons missing.) In the event of one or more persons being missing you should also give the name/s and the likely location/s of the missing person/s.
8. Instructions for calling the Fire Brigade will be displayed by all telephones and extensions. Press the number 9 button in the Main Nursery Hallway (9 or Line 1 in the Office) to get an outside line then '999'. Ask for the Fire Service and give your Name, Address, telephone Number and description of the situation. \* You cannot dial out in the Messy Room or Baby Unit.
9. Fire notices will be displayed in all rooms.
10. Considerations should be made towards any child/young person/adult whom holds a Personal Emergency Evacuation Plan (PEEP), whom cannot get themselves out of a building unaided. Their personal information should be available during their evacuation.

11.  
**IN CASE OF AN EMERGENCY SUCH AS A FIRE IT IS IMPERATIVE THAT YOU REMAIN CALM AND DO NOT PANIC.**

A highly excitable and panicky person will only cause uncertainty and confusion. A calm and collected person will be able to instill order and discipline into the situation, and will be able to give a clear and concise report to the rescue services when they arrive.

**STAY CALM – DO NOT PANIC**

# FIRE ROUTINE

1. Anyone discovering a fire no matter how small should operate the nearest fire alarm push point immediately. Situated in the Baby Unit, Kitchen, Main Nursery Hallway and Playroom.
2. The senior person present should immediately dial 9 / Line 1 then '999' or 112 on a mobile to call the fire brigade.
3. A nominated person in each room should be designated to ensure that all areas are vacated, including toilets, etc.
4. When all rooms have been evacuated all personnel are to proceed to THE LAWN AREA and should report to the senior person present who will call the Staff register. Each group leader will then call their own groups register.
5. No person is to re-enter the premises without the permission of the fire brigade officer