

## 05 Fire and Emergency Exit Drill Policy

At Sticky Fingers we will practise the fire and emergency exit drill two times each half term with both children and staff.

A copy of this record will be kept in the office and is available to see upon request.

All staff will practise the fire drill during their Induction and will be made aware of where all fire exits are and where fire extinguishers are kept and how they are used.

Staff will be responsible for the rooms in which they are working.

Children to be praised for their response and a talk to review how everyone felt the Fire Drill has gone.

All Fire Drills to be taken with great seriousness, as though there was a real fire.

At Sticky Fingers we recognise the value and importance of practising drills and will endeavour to teach the children about fire safety.

Fire exits are located:

- Baby room – corner of the room and up the ramp
- Tweenie room – corner of the room and turn left through the gate
- Toddler Room – double doors and out of the main gate
- Pre-School Room – through baby room and out of fire exit
- Garden – out through the main gate
- Any other part of the building – The front door or whichever door is the nearest.

With the children leave the building by the closest possible fire escape.

Fire assembly point – Richard Alexander's Accountancy car park.

Don't Forget: the blue register and the children's signing in sheet.

## 05 Fire and Emergency Exit Procedure

### ON DISCOVERING A FIRE or EMERGENCY

CALMLY Raise the alarm by ringing the bell.

Immediately evacuate the building under guidance from the manager in charge.

Check all rooms, toilets, corners, etc

Using nearest exit lead the children out, assemble by  
Richard Alexander's Accountancy

Member of staff to wait by the Nursery for the Fire Engine

Close all doors behind you.

#### **THE OFFICER IN CHARGE TO:**

- Pick up the staff register and the 'Blue Box' containing all of the children's emergency contact details
- Telephone emergency services: **Dial 999 and ask for the Fire Service**

At the Assembly Point:

Check the children against the register.

Account for all adults – staff, volunteers, students and parents.

Do not try to collect personal belongings on evacuating the building.

Do not attempt to go back in and fight the fire.

## 05 Fire and Emergency Exit Drill Procedure

### Fire Risk Assessment

<b>Hazard</b>	<b>Fire</b>
Who could be harmed	Staff, Children, Visitors
Existing Controls	Daily register taken of attendance Visitors Book Fire drill practiced monthly, records kept All exits kept free of obstruction No smoking allowed on premises Fire Drill procedure displayed in each area
How serious is the risk of injury?	Medium
What further action is needed to control the risk?	None
Who will be responsible for what action and when/how often will it be taken?	Staff members are responsible for getting the children out of their rooms safely. Nikki Walford to ensure building is empty. Fire drill will be practiced monthly.
How checked and by whom?	Manager: Nikki Walford