

**Fire Drill Procedures**

 **Fire drills / Practice Fire Drills**

Woodlands Day Nursery & Preschool will carry out a weekly test on our fire alarm system. This will be carried out every Monday morning and it will involve the alarm sounding for a short period of time. Staff do not need to evacuate the building unless the alarm continues to sound. We will carry out mon

thly practice fire drills and this will be on different days and at different times, staff will not be informed in advance about when these will happen. It is staff’s responsibility to follow the procedures below in the event of the alarm sounding.

**Discovering a fire**

If any member of staff discover a fire, then they MUST immediately sound the fire alarm and follow the evacuation procedures.

In the event of fire alarm sounding

* A full evacuation to be carried out immediately (please see evacuation procedures)
* Manager / person in charge to check fire alarm unit, to discover what zone fire has been detected
* Manager / person in charge to investigate the zone where the alarm unit has detected a fire
* Manager / person in charge to inform senior staff what area is being investigated
* Manager / person in charge will report findings to staff

If false alarm

* Manager / person in charge to reset fire alarm
* Staff and children will re-enter the nursery
* Manager / person in charge to record the false alarm / practice drill.

Available fire exits

* Main nursery entrance / exit door
* Rear entrance / exist door
* Preschool upstairs main entrance / exist
* Staff room main entrance / exist
* All staff and children will meet in the garden area until management confirms that it is safe to re-enter the nursery.
* Staff are to evacuate the children using the nearest available fire exist.

**Evacuation Procedures**

Staff are to follow the following evacuation procedures in the event of a fire / fire practice;

* All staff are to assist with the lining up of the children up in an orderly manner.
* Staff are to reassure children
* Staff are to lead the children out of the nearest fire exist.
* There must be one member of staff at the front of the line, one in the middle and one at the end of the line to ensure the safe exist of children.
* Children in the preschool will be lead out of the main fire exist and down the stairs into the rear garden area.
* All children will assemble in the rear garden area.
* Staff will carry out a head count and take the register to ensure all children are accounted for,
* The fire Marshalls are to check all rooms in the nursery are clear of children and members of staff.
* The nursery manager(s) will make a decision as to whether children should be led to the second fire assembly point (conservative club car park)