



## Fire Safety Policy

The manager has overall responsibility for the fire drill and evacuation procedures. These will be carried out and recorded for each group of children every three months or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the setting. These drills will occur at different times of the day to ensure evacuations are possible under different circumstances.

### Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff will be marked in and out on arrival and departure. An accurate record of visitors will be kept in the Visitor's Book. These records must be taken out along with the register and emergency contacts list in the event of a fire.

### Fire drill procedure

On discovering a fire:

- CALMLY raise the alarm by blowing the whistle.
- Immediately evacuate the building under guidance from the manager on duty.
- Using the nearest accessible exit lead the children out, assemble at the School Playground.
- Close all doors behind you wherever possible.
- **Do not** try to collect personal belongings on evacuating the building.
- **Do not** attempt to go back in and fight the fire.
- **Do not** attempt to go back in if any children or adults are not accounted for.

If you are unable to evacuate safely:

- Stay where you are safe.
- Keep the children calm and together.
- Wherever possible alert the manager of your location and identity of the children and other adults with you.

The manager/room leader is to:

- Pick up the children's register, staff register, mobile phone, keys, visitor book.
- Telephone emergency services: dial 999 and ask for the fire service.
- In a fire assembly point area – School Playground - check the children against the register.
- Account for all adults - staff and visitors.
- Advise the fire services of anyone missing and possible locations and respond to any other questions they may have.

**Remember**

- **Do not** try to collect personal belongings on evacuating the building.
- **Do not** attempt to go back in and fight the fire.
- **Do not** attempt to go back in if any children or adults are not accounted for.

Internal use only

<b>This policy was adopted on</b>	
<b>Signed on behalf of Spice Childcare</b>	
<b>Date for review</b>	