

FIRE EVACUATION PROCEDURE

Ramas Daycare will carry out monthly fire drills to test and improve on the effectiveness of our fire evacuation procedure.

The fire drill will be on different days and at different times, staff will not be informed in advance about when these will happen. It is the staff's responsibility to follow all the procedures in the event of the alarm sounding.

Fire Evacuation Procedure

- If fire breaks out in the setting the smoke alarm will go off
- If any member of staff discovers a fire, then they MUST immediately alert those around either by shouting 'FIRE' or by sounding the fire alarm (if available)
- The fire brigade should be contacted by management
- On hearing the smoke alarm, the room leader will gather the registers, visitors book and nursery mobile phone and proceed to the fire exit door (the front door)
- Practitioners will help assemble the children
- The practitioners and children assemble and proceed to the relevant door to evacuate (depending on where fire is) and check registers for all children being present
- The practitioners and children walk across the road to the assembly point (located opposite the building)
- Once outside, the room leader will check the registers to account for all the children and practitioners present.
- Parents must not remove children from the setting in an emergency without the knowledge of our practitioners.
- All children must be accounted for.
- All practitioners/children must not return to the setting until the building has been declared safe by the fire brigade.
- Manager / person in charge will notify all parents of their child's wellbeing and arrange for their child to be collected from the Community Centre.
- On arrival of emergency services, the Manager / person in charge will speak with fire crew / emergency services

Staff are responsible for the following:

- Registers
- Checking all areas of the playrooms / toilets
- List of the children's contact details