



Fire Evacuation Policy & Procedure

Under current legislation there is an absolute duty for each premise to have in place a detailed fire risk assessment. It is our responsibility to ensure that this is the case and that the assessment is regularly reviewed.

Fire alarms and extinguishers are installed and are checked regularly. They meet BSEN standards.

Fire drills /evacuation practices are carried out at least once a term and are recorded.

Fire doors are easily marked, never obstructed and are easily opened from the inside.

Fire evacuation notices are displayed on the Fire exit doors and main hallway.

In case of fire, children downstairs will be escorted to the nearest fire exit and assembled in a safe appropriate area. In the first instance this will be by the fence in the outdoor play area.

The person in charge will mark the register to ensure all children are accounted for.

A nominated person will place the travel cot outside in the play area.

The Tiny Toototz from upstairs will be carried to the nearest fire exit and placed in the travel cot outside near the fence in the outdoor play area.

Again the person in charge will take the register to ensure all are accounted for.

The Manager/Deputy will check that all rooms are clear and that all windows and doors are closed.

The Manager/Deputy will inform the staff to re enter the building with the children only if safe to do so.