

## **Fire Drill/ Evacuation Policy**

Fire drills will be carried out at regular intervals to ensure that the procedure is known and in the event of a fire there will be no panic. They will be carried out on different days of the week and at different times.

The following procedure will be carried out.

- The fire alarm will be sounded continuously.

The children will be evacuated from each room by the staff from that room via the nearest exit

- front door

- car park end door

Staff must remain calm to ensure the children are not panicked.

The Manager/ Deputy Manager will ensure all areas of the nursery are checked before leaving and taking the register to double check that all children and staff are present.

In the event of a real fire the Fire brigade will be called and the building will be evacuated. All staff and children will be moved to the field to ensure safety for all.

The dates and times of the fire drills will be logged in the Fire Drills book.

The Fire Assembly Point

- Outside the front of the nursery in the garden for a fire drill

- In the event of a real fire the assembly point will be on the field away from the nursery. The children emergency details box will be taken at this time to contact parents.

Written by:

Date:

Review Date: