

Shaftesbury House Fire Evacuation Procedure

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person such as our Fire Officer

We have a copy of our Fire Risk Assessments completed by our Landlords.

Fire doors are clearly labelled as are all exits. Smoke alarms are used in most areas and Fire extinguishers are checked as required.

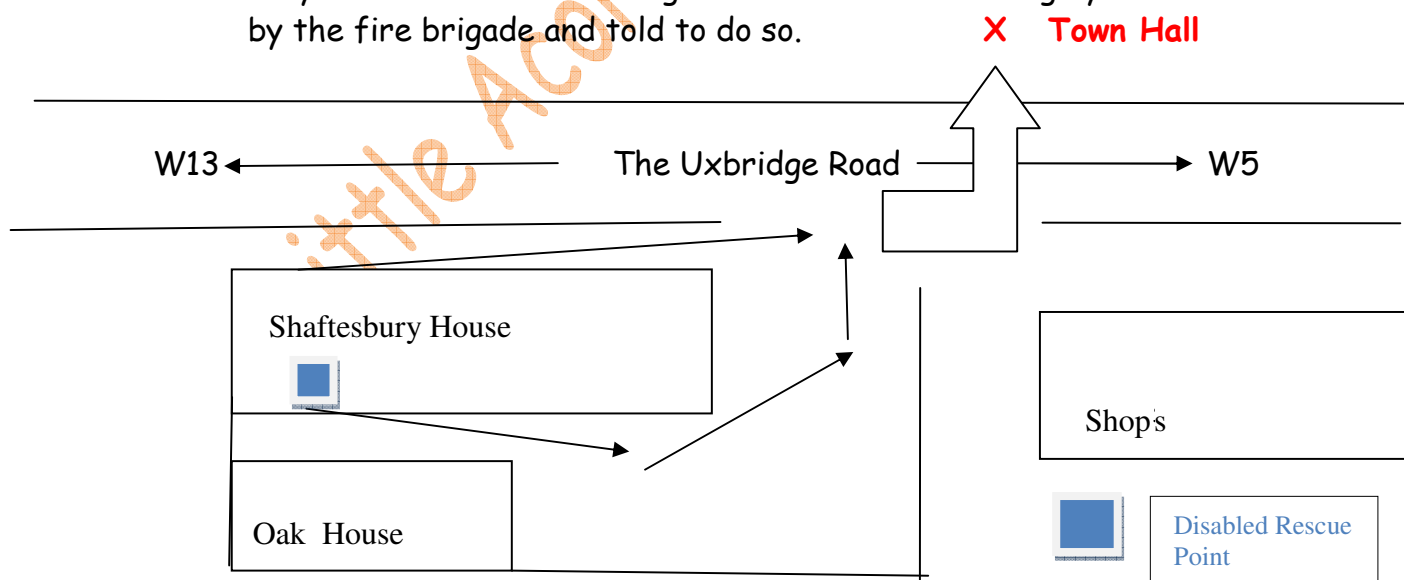
Our evacuation procedure is approved by our Fire Officer and is clearly displayed in the premises. The procedure is part of new staff, agency and trial day induction. Our procedure is practised regularly with records being kept of outcomes and areas for improvement.

Little Acorns Day Nursery

Procedure From Shaftesbury House

If the fire alarm is activated we do the following:

- Evacuate the building immediately, using the wrist straps or holding children's hands if wrist straps are not safe to get
- Fire wardens are to check all areas of the nursery thoroughly, if safe to do so including:
 - Toilets, garden
 - Two Rooms
 - Office
- **RING OAK HOUSE TO ALERT THEM OF THE FIRE**
- Room supervisors to collect registers if safe to do so
- Fire warden to collect the fire grab bag.
- Children and staff to exit the building by the main door if safe to do so, or through the rear fire exit and go to the fire assembly point marked **X The Town Hall**
- Once at the fire assembly point, senior member of staff to call 999 and give details of the emergency, with the above address
- Senior member of staff to call all parents/carers to collect children. Up to date contact details are in the fire grab bags
- A member of staff to stand at the front of Shaftesbury house to direct the fire brigade and any parents/children or staff due in.
- Only to re-enter the building once it has been thoroughly checked by the fire brigade and told to do so.



**PLEASE REMEMBER YOUR DUTY IS TO EVACUATE THE CHILDREN
AND NOT FIGHT THE FIRE**

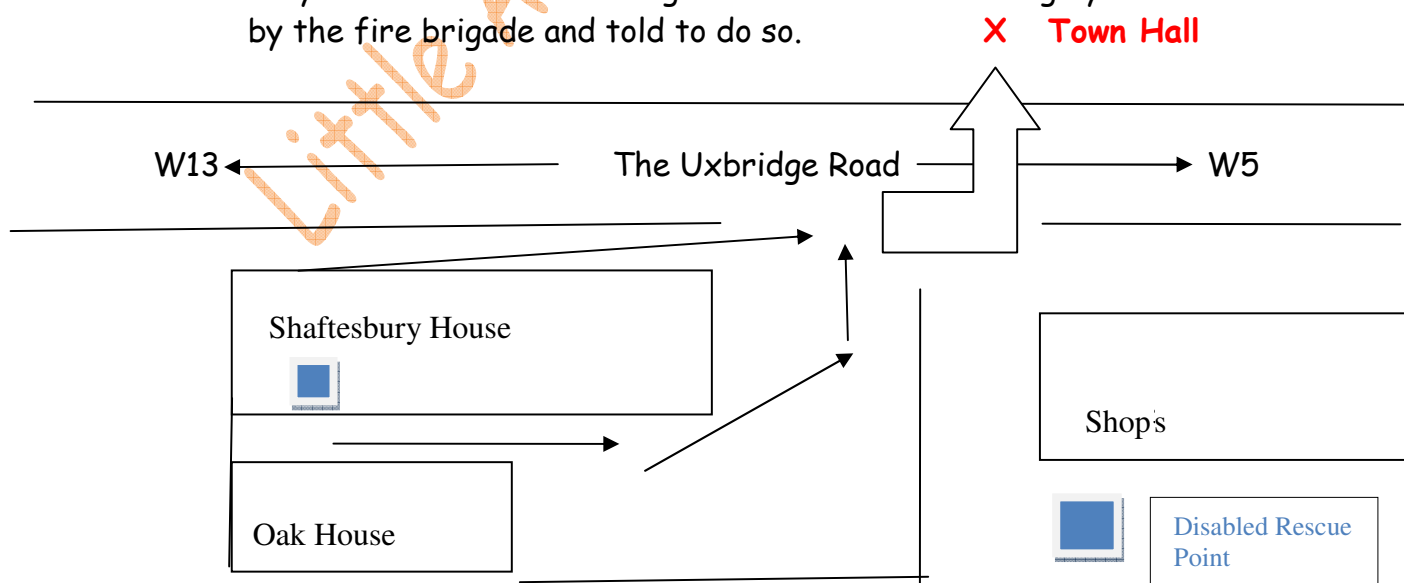
Procedure From Oak House

If the fire alarm is activated we do the following:

- Evacuate the building immediately, using the cots on wheels and wrist bands if possible or holding children's hands if wrist bands are not safe to get to
- Fire wardens are to check all areas of the nursery thoroughly, if safe to do so including:
 - Toilets, garden
 - Two Rooms
 - Office
- **RING SHAFTESBURY HOUSE TO ALERT THEM OF THE FIRE**
- Room supervisors to collect registers if safe to do so
- Fire warden to collect the fire grab bag.
- Children and staff to exit the building by the main door if safe to do so, or through the rear fire exit and go to the fire assembly point marked **X** :

1. The Town Hall

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