The health and safety personnel have overall responsibility for the fire drill and evacuation procedures and the management team (Deputy Manager, Assistant Staff Deputy manager, Room leaders) must take the responsibility of the implementations of the procedures. These are carried out and recorded for each group of children every on quarterly basis, and whenever there is a new staff member that joined the company or as and when a large change occurs, e.g. a large intake of children. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

**Registration**  
An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors must 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.

No smoking policy  
The nursery operates a strict no smoking policy, which acts as a preventative measure of the starting of a fire.

**Evacuation procedure**

IMPORTANT NOTE: FIRE EXIT DOORS ARE ALWAYS KEPT UNLOCKED THROUGHOUT THE DAY WHEN THE NURSERY IS IN OPERATION. THE DOOR IS UNLOCKED FIRST THING IN THE MORNING AND IS PART OF NURSERY OPENING AND CLOSING CHECKLIST TO ENSURE THAT THIS IS ALWAYS DONE.

**FIRE DRILL (Staff’s Role)**

**IN THE EVENT OF FIRE**

**The Manager/Deputy Manager to call 999 and tell the Operator “FIRE” and give the nursery’s full address:**

Docklands Day Nursery

24/26 Fairlop Road

Leytonstone, London.

E11 1BN

**Procedure:**

1. **Stop whatever you are doing!**
2. On discovering a fire OR hearing the fire alarm:
3. Assemble all the children together in a line and take them to the assembly point (A). Wherever possible Key Person and their buddies are responsible for their key children giving help where needed as they go towards the emergency exit. Staff assigned to support some rooms also have responsibility to ensure they support in those rooms.
4. All occupants must exit the building via the main entrance door into the outdoor play area to assembly point A.
5. Calmly and safely allow the children to walk through the front garden in a line with a member of staff in front and another staff at the back.
6. TheDeputy Managerwill be responsible for collecting the register and the visitor’s register.
7. Babies or children that are not able to walk unaided should be evacuated from the building with the evacuation trolley. If any practitioners are on lunch break during a fire drill, the staff members are to go immediately to the baby room to help with the children that are sleeping.
8. Children with mobility difficulties should be escorted from the building by the member of staff attending or caring for them. Additional support may be required, such as support from another member of staff, depending on the child’s level of need.
9. DO NOT stop to collect personal belongings on evacuating the building.
10. DO NOT attempt to go back in and fight the fire.
11. DO NOT attempt to go back in if any children or adults are not accounted for.
12. Do not go back into the building until informed by the fire brigade or lead fire officer that it is safe to do so.

IMPORTANT NOTE: FIRE EXIT DOORS ARE ALWAYS KEPT UNLOCKED THROUGHOUT THE DAY WHEN THE NURSERY IS IN OPERATION. THE DOOR IS UNLOCKED FIRST THING IN THE MORNING AND IT IS PART OF THE NURSERY’S OPENING AND CLOSING CHECKLIST TO ENSURE THAT THIS IS ALWAYS DONE.

**REMEMBER THAT THE CHILDREN’S SAFETY IS PARAMOUNT, DO NOT RUSH THE CHILDREN, BE QUICK BUT CAREFUL.**

All children will assemble in the front garden where they will all be led to the fire assembly point ‘A’. The fire assemble point (A) is by the gate behind Fiona House. In a case of actual fire, staff should take all the children to the next Assembly point (B) which is the Church premises (Leytonstone United Free Church)

**REMEMBERING THE CHILDRENS SAFETY IS PARAMOUNT, DO NOT RUSH THE CHILDREN, BE QUICK BUT CAREFUL.**

**The person in charge (Nursery manager/ Deputy Manager)**

* For practice fire drills, the timer needs to be set on hearing the fire alarm.
* Nursery Manager/Deputy Manager will be involved in assisting staff to ensure the children and staff leave the building safely.
* Nursery manager/Deputy Manager will call out every child’s name on the register, call out staff and visitor’s names to ensure everyone is present.
* Once building is checked and safe return to normal duties
* Fire drill record should be completed, stating the number of adults and children present as well as comment on anything observed during the fire drill.
* NB: The fire drill should be carried out at different times of the day.
* It is duty of the person in chargeto pick up the children’s register, staff register, phone, keys, visitor book and fire bag (containing emergency contacts list, nappies, wipes, and blankets)

In the event of fire, our first priority is to evacuate all children, parents, and visitors out of the building as quickly as possible. Below are the procedures we will calmly adopt should the need arise.

**Emergency Evacuation Procedures and** Means of Escape

The main exit routes are labelled and the direction to follow.

* The Babies will use either the fire exit door from their room to the Toddlers and pre-school room or through the baby garden area to the toddlers and preschool room, through the main entrance to the big garden towards the assembly point.
* The Toddlers and preschool children will use the fire exit located towards the garden area through the main entrance.
* While outside at the assemble point, all adults and children are to await the fire rescue service.

**Assembly Point**

* The Assembly point (A) is at the right-hand side of the main entrance gate, beside the staffroom.
* If an evacuation takes place during outdoors play, the members of staff who are supervising outdoor play should take children to the assembly point (A) while the children in various rooms should be assisted by the staff in those rooms to the assembly point (A)
* Please, note that Docklands Day Nursery is in agreement with Leytonstone United Free Church at 55 Wallwood Rd, London E11 1AY to be used as an Assembly point (B) in case of an emergency.

**Fire Warning System**

As soon as anyone discovers a fire, or is aware of any threat, e.g., suspicious package, terrorist attack warning etc., the fire alarm should be activated by breaking the glass on one of the two fire alarm points in the nursery (One is opposite the office and second one is beside the children’s toilet). The audible alarm must be acted upon immediately by all staff.

The premises are fitted with an individual battery powered fire smoke alarms which will be activated if there was fire in the rooms. The Smoke alarms should be checked by the Health & Safety Officer every other week, recording the results.

**Fire Fighting Equipment**

Fire extinguishers are installed at key locations around the building and are maintained in efficient operating condition. An attempt should only be made to tackle a fire after the building has been evacuated and only if it is safe to do so. No member of staff should place himself or herself in any danger.

**Responsibilities**

Each room leader will have a primary responsibility for ensuring that all children, from within the room they are working at the time, are evacuated at the time the alarm is raised.

A “999” call will be made by the Manager, or in her absence the Deputy Manager or 3rd in charge. S/he will also be responsible for checking both the children’s and adults’ toilets to ensure that no-one is left behind.

The Nursery manager or next person in charge will be responsible for picking up the signing in books and register. On their way from the office, they will check the staff toilet.

Room Leaders will take a “head count” once all the children from their rooms reach the assembly point and check that their register accounts for all the children, when the manager calls them out from the main register. The manager will be responsible for ensuring that all staff and visitors are accounted for. Any missing persons must be reported immediately to the manager.

All personnel must ensure that their workplace is maintained in a clean and tidy condition, free of combustible waste materials. All waste bins are to be emptied at the end of each working day.