**IN THE EVENT IF FIRE**

**The manager/Deputy Manager/Third In charge 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 each staff member is responsible for their key children giving help where needed as they go towards the emergency exit.
4. 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.
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. The person in charge of the room is responsible for the register.
7. TheNursery manager/Deputy Manager/Third In chargewill be responsible for collecting the register and the visitor’s register.
8. 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.
9. 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.
10. DO NOT stop to collect personal belongings on evacuating the building.
11. DO NOT attempt to go back in and fight the fire.
12. DO NOT attempt to go back in if any children or adults are not accounted for.

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.**