

Fire Safety, Emergency Evacuation & Incident Policy and Procedure

Designated Senior Person for Emergency Evacuation and Incident: **Genevieve Mackenzie**

Telephone: **(02087551125)** Email: **(genevieve.mackenzie@riversidenurseryschools.com)**

Second Designated Senior Person for Emergency Evacuation and Incident: **Kirsten Triggs**

Telephone: **(02087551125)** Email: **(kirsten.triggs@riversidenurseryschools.com)**

In the event of a crisis (for example Explosion, Bomb, Attack)

Stay calm and await instructions from the Emergency Services and the management as to the best course of action to follow.

Children will be moved to the safest area of the building, away from windows and outside doors if possible. Staff will reassure, comfort and calm the children as necessary and will not give them any information that will upset or frighten them. The doors will be barricaded with chairs. Children will not be left unattended at any time.

In the event of areas being cut off and parents/carers unable to collect their child, the Nursery will keep the children in the building and look after them until collected.

Communication to parents via telephone should be activated to contact parents and alert them to the situation. **Genevieve and Kirsten** will be instructed to 'man' the telephones to answer calls calmly and professionally.

A file containing all families' telephone numbers and contact details are available in the office. Telephones could be used as an additional method of contacting families and could also be used for families or emergency services to contact the Nursery.

In the event of an emergency within the Nursery children may be moved by their key person on the instruction of the Person in Charge (Genevieve Mackenzie or in her absence Kirsten Triggs), to **Arthurs**. They will wait there for further instruction.

During an emergency, no member of staff will be permitted to leave the premises, without the express permission of the management unless in the event of a fire.

No child will ever be left without adult supervision.

No child will be permitted to leave with anyone unknown to the staff and without permission from parents and carers.

In Case of Fire

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The manager and all staff are familiar with the current legal requirements surrounding fire evacuation and safety.

All Staff are aware of our Emergency Evacuation Procedure and this is rehearsed on a regular basis.

All doors are fire doors; they are never obstructed and may be easily opened from the inside.

Smoke detectors/alarms and fire-fighting appliances all conform to BSEN standards and are fitted in appropriate high-risk areas of the building. They are monitored according to legal requirements and are checked regularly by the building compliance manager.

Our emergency evacuation procedures are approved by the Fire Safety Officer and are:

1. Clearly displayed in the Nursery
2. Explained to new members of staff, during our induction programme
3. Practised regularly at least once every term
4. Records are kept of all fire drills and the servicing of all fire safety equipment

Firefighting:

If it is appropriate for you to use a fire extinguisher in the event of a fire, please make sure you are aware of the different types of extinguisher:

1. CO2 - Electrical equipment and flammable liquid only
2. Dried Powder Multipurpose – will give shield
3. Water - Must not be used on electrical or flammable equipment
4. Staff should be aware of the position of all fire extinguishers in the building

To Call the Fire Brigade

1. Lift the receiver and dial '999'
2. Give the operator your telephone number (02087551125) and ask for Fire.
3. When the Fire Brigade replies give the call distinctly; -
4. "Fire at insert name of nursery and address"
5. Do not replace the receiver until address has been repeated.