

CHESTNUT HOUSE DAY NURSERY

EMERGENCY FIRE PROCEDURE

In the event of a fire in the nursery, the following procedure must be strictly adhered to: -

1. The member of staff discovering the fire should immediately raise the alarm by activating the break glass alarm system. They are located by the entrance doors.
2. Staff in the pre-school room will calmly tell the children to line up and then escort them through the art room down the stairs and out of the front door. Alternatively, down the stairs through the 2-3's and out of the fire exit near the kitchen. The register will be taken with them.
3. Staff in the 2-3 room will calmly line children up by the gate and escort them through the nearest fire exit, taking the register with them.
4. 0-2's will be taken calmly to the conservatory door, taking their register with them. Alternatively they can take the children through the fire door at the main entrance.
5. Staff with babies will carry them outside through the nearest fire exit, along with the register.
6. If it is safe to do so, a supervisor will check the building and ensure that there is no one left on the premises.
7. The staff and children will assemble in the front garden of Chestnut House and registers will be taken.
8. One of the staff will call the Fire Service either by mobile phone or be sent to the phone box, 100 yards down the road.
9. If there is any child or member of staff missing from the roll call on NO account must anyone re-enter the nursery building.