



Oscar Bears' Day Care

Fire Safety Policy and Emergency evacuation Procedures

Fire Marshall: Georgina Owen

At Oscar Bears' Day Care we take reasonable steps to ensure the safety of children, staff and others on the nursery premises in the case of a fire or other emergency through our Fire safety policy and emergency evacuation procedures.

We ensure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The Manager/Fire Marshall and Owner ensures all the appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors, fire blankets and/or fire extinguishers) is in working order.

The Manager/Fire Marshall has overall responsibility for the fire drill and emergency evacuation procedures. These are carried out and recorded for each group of children as and when a large change occurs e.g. a large intake of children or a new member of staff joins the nursery.

These drills are planned to 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.

During Fire Drills, all staff have regular training/discussions with management to help them understand their roles and responsibilities. This includes the steps they must take to ensure the safety of children, for example keeping fire doors free from obstruction, how to safely evacuate the children and where the evacuation meeting point is situated. Each room has a specific evacuation plan, which includes information such as evacuating non-mobile babies and using alternative exits depending on where the fire may be situated.

Registration

An accurate record of all staff and children present in the building must be kept at all times with children and staff marked in and out on arrival and departure. An accurate record of visitors is kept in the visitor's book. These records are taken out along with the register and emergency contacts list in the event of a fire.

No smoking/vaping policy

The nursery operates a strict no smoking/vaping policy – please see this separate policy for details.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm or respond to the fire alarm sound.
- Immediately evacuate the building under guidance from the Manager (collecting children's room registers, where applicable).
- Using the nearest accessible exit lead the children out, assemble at **The Car Park**.
- Close all doors and windows behind you wherever possible.
- Do not stop to collect personal belongings on evacuating the building.
- Do not attempt to go back in and fight the fire.



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- Once evacuated, do not attempt to go back in if any children or adults are not accounted for.
- Wait for emergency services and report any unaccounted persons to the fire service and/or police.

If you are unable to evacuate safely:

- Stay where you are safe.
- Keep the children calm and together.
- Wherever possible alert the manager of your location and the identity of the children and other adults with you.

The Manager and Senior staff/Room leaders are to:

- Collect the central children's register, where applicable, staff register, nursery mobile/phone, keys and visitor book.
- Telephone emergency services: dial 999 and ask for the fire service.
- In the fire assembly point area – **The Car Park** - check the children against the register.
- Account for all adults, staff and visitors.
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

This policy is updated as and when required.

Example

In the most likely event of a fire situated in the Main kitchen/Staff room area, the door connecting the Porch and Staff room MUST be kept closed.

Panda children and staff will evacuate through the playroom doors through the garden and out of the front gate, heading straight to the safety of the car park at the end of the lane. Management will make sure the building, including the bathroom, is empty before leaving.

The Panda children will use the easily accessible rope in their porch to hold on to whilst evacuating.

The Baby/Koala building will have a minimum of at least three staff members working directly with the children (for example over lunch break periods) which will allow for safe evacuation of younger children. Registers with emergency contact forms must be kept in the porch areas and be easily accessible for senior staff to take when evacuating the buildings.

Objects or furniture are not left in front of the front door, child gates, sleep room doors or patio doors.

Date written: June 2023



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Evacuation procedure

If there is a fire



You will hear a loud alarm

Stop what you are doing



Look at your Childminder

Go outside together holding hands



Wait together for the fire engine.

Our assembly point is.....

The Car Park