**Fire & Evacuation Policy Ladybirds Barnstaple Ltd**

 **October 2020**

First consideration is to make sure ALL children are evacuated safely the important thing is to save lives, not property.

**ON HEARING THE FIRE ALARM**

**RESPONSIBILITIES OF THE MOST SENIOR PERSON**

**The most senior person in charge has responsibility to-**

**Call the Fire Brigade and ensure staff work together to evacuate the building as quickly as possible.**

**Lead the fire evacuation and carry out the company procedures as follows.**

**We have two appointed members of staff on a daily basis, displayed in our reception area. This explains who takes the lead and who collects the registers and telephone.**

**Taking the lead- this is the appointed person who checks the building is fully evacuated and acts accordingly as to whether it is a fire drill or an actual fire.**

**The second lead­- this person ensure all registers are collect from the building as it is evacuated. They then carry out the roll call for all children, staff and visitors on the premises.**

**If not a drill or practice**

1. Lift the receiver and dial **999**
2. Give the operator your telephone number 01271 321333

and ask for **FIRE**

1. When the brigade replies give the call distinctly

 Ladybirds Day Nursery

Pilton Causeway
Barnstaple
EX32 7AA

**DO NOT REPLACE THE RECEIVER UNTIL THE ADDRESS HAS BEEN REPEATED BY THE FIRE OPERATOR**

Take the register and phone and go to the evacuation point

Call the register to check everyone is present who should be

Liaise with the fire warden to ensure accurate information available for fire officers on arrival.

Communicate with and work with fire officers to secure the building and make it safe.

Co-ordinate staff and children returning to building or leaving the site following the fire

**IF YOU DISCOVER A FIRE**

Immediately raise the alarm using the fire points situated around the nursery and inform every one of the need to evacuate.

**BABY ROOM EVACUATION PROCEDURE**

From the baby room there is a push point fire exit.

Once the children and staff have exited through here, this then leads onto a further fire exit which leads onto the car park. Staff will then lead the children safely round to meet the rest of the staff and children in the designated area. (by the holiday cottages walled area). Doors should be shut on exiting once this check has taken place.

**PRE SCHOOL/ TODDLER ROOM EVACUATION PROCEDURE**

Staff must stop what they are doing and ask the children to leave the building as quickly as possible, with the staff assisting the children with the evacuation.

Children and staff must leave the building by the nearest exit. If exiting from the toddler or pre-school room, the staff and children leave via the main entrance area.

If using the playground area or far side of the pre-school room the first member of staff out leaves via the white gate which leads on to the designated evacuation point.

The appointed lead member of staff must close the main entrance door once all children, staff and visitors have been evacuated.

**IN ALL EVACUATIONS**

**Always use closest exit to leave safely.** Talk to the children calmly.

Close doors and windows as you leave IF SAFE TO DO SO

Checking each area is clear at the same time

DO NOT stop to collect personal belongings

DO NOT re-enter the building until told to do so by the fire service

Do not leave children unattended and keep the children together.

**Assemble the children and adults as far as possible away from the building. Call the register to make sure all children and staff are accounted for whilst another member of staff is calling for the fire service.**