



## SEVENOAKS DAY NURSERY

### FIRE PROCEDURES

In the event of a fire/smoke alarm

1. Inform the person in charge immediately.
2. The person in charge will inform staff if evacuation is necessary.
3. The person in charge or a person designated by the person in charge should call the fire brigade using 999.
4. Staff are responsible for the evacuation of all children that they are with at the time.

#### **On hearing the fire alarm:**

- Calmly call children in your care together.
  - Visually check the space around you is empty.
  - Leave the building via the nearest, safe **emergency exit**.
  - Headcount the children in your care, alerting the manager if any are missing.
  - Remain outside the building until the manager deems the premises as safe.
5. The person in charge is responsible for checking all rooms, toilets, kitchen, staff room and office.
  6. A phone and registers should be taken out. Registration will be taken promptly. One register will contain contact details of parents/guardians.
  7. Staff and children should gather in one of the following places in order of availability:
    - The tennis courts; staff need to be vigilant as there is a gap at the back where children could escape.
    - The grass verge in front of the tennis court. Or while building work is still in progress on the ramp near the train station.
  8. A deputy is responsible for taking a register of children, staff and visitors.
  9. Staff, children and visitors should remain in the assembly area until instructed to return to the Nursery, or what to do next by the person in charge.
  10. If the building is deemed to be unsafe by the fire services then parents are to be contacted to collect their children. Exits:

- Classroom: Exit via either the main entrance hall, or the fire door in the Classroom.
- Toddler Room: Exit via either the main entrance hall, or the fire door in the Toddler Room.
- Baby Room: Exit via either the main entrance hall or through the fire door in the Baby Room.
- Club Room: Exit via either the main front door, or the Club Room fire door.

**The gates:**

The main entrance gate is not padlocked during the day.

The Emergency gate from the garden is secured by a padlock and all staff know where the key is kept.

This procedure was adopted at a meeting of the Trustees of Sevenoaks Day Nursery CIO on 10th February, 2020 and amended in March 2021.



Susan Dreksler  
Chair