



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.
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:
 - a. The tennis courts; staff need to be vigilant as there is a gap at the back where children could escape.
 - b. The grass verge in front of the tennis court.
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.

Locks on the gates:

The main entrance gate is not padlocked during the day.

The Emergency gate to the garden is secured by a combination lock and all staff know the number.

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

Susan Dreksler
Chair