

Fire & Evacuation Procedure

If Fire Breaks Out

- The first consideration must be the safety of the children.
- Raise the alarm by blowing the 'Fire Whistle'.
- Check all rooms, toilets, corners etc.
- Close doors & windows and turn electrical equipment off if safe to do so.
- Using nearest exit lead the children out.
- Most Senior Member of Staff pick up register and call 999.
- Assembly point is by the wall opposite the entrance in to the nursery building (formerly the Art Shed)

In a Safe Place Clear of the Building

- The Register/Sign in Sheet is taken and missing children or staff reported to the most senior member of staff.
- No-one re-enters the building until permission is given to do so.
- Then, if safe attempt to put out the fire but only using the specialist equipment provided - a fire blanket can be found in the kitchen and other fire extinguishers can be found by the main exit.

To Call the Fire Brigade

- Lift the receiver and dial '999'
- Give operator your telephone number and ask for **Fire**
- When Fire Brigade replies give the call distinctly 'Fire at The Willow on the Farm Nursery, Nill Farm, Hook Norton, Banbury, OX15 5DG'.
- Do not replace the receiver until address has been repeated.

Remember: First Aid Box, Register/Sign in Sheet, Emergency Contact file, Key, Mobile Phone!

Write up in Fire Record Book. Fire Drill practice carried out half-termly and is recorded. *See new policy.

Name of Person Reviewing Policy	Date Review Carried Out	Date to be reviewed (Yearly / when necessary)
Dawn Wilson-Fry	Written 31/03/17 Reviewed 08/06/17 Amended 30/01/18 (drill)	July 2018

	half termly from twice per half term)	
Alice Clark/D Wilson-Fry	31/08/18 Changed to Drill every $\frac{1}{2}$ Term	Aug 2019