



Chessel Centre Nursery

Fire Procedure

Aims:

→ To ensure all staff, students and visitors are aware of their role if the fire alarm sounds.

→ To ensure the calm and effective evacuation of children and adults in the event of a fire and during all fire drills.

Procedure

On discovering a fire:

- Break the nearest fire panel to sound the alarm
- If you have received fire warden training and are confident to do so use the nearest applicable fire extinguisher to tackle the fire.
- Dial 999 if it is safe to do so. From the room mobile phone.
- Follow alarm procedure below.

On hearing the alarm:

- The person in charge of each group must collect the register and the emergency contact numbers for all children.
- All staff should check the area/room they are using and ensure they lead all children in their care calmly out of the nursery rooms or garden, Pearl room to leave the building through the main entrance onto Chessel Street (unless it is unsafe to do so, in which case the back door in Ruby Room should be used).
- When exiting the nursery rooms to the main entrance, Pearl/Ruby rooms should each have one staff member stood holding the cloak room fire doors open to allow for swifter exit of all the children and staff.
- Additional BS3 Community staff who are at The Chessel Centre at the time, for example the Early Education & Childcare office team, finance office staff and any practitioners taking lunch breaks, will assist evacuation by supporting the groups

as they leave the Ruby and Pearl Rooms, for example by carrying children who may have been sleeping and those who are not yet walking to the meeting point.

- One BS3 Community employee is to stand by the entrance to help ensure children do not go onto the road.
- If there are not enough adults to carry those children who do not have slippers/shoes on (ideally all children will have hard slippers/shoes on, but there may be some who do not if alarm sounds during sleep time), the person at the front must check for hazards, such as glass, on the floor and pavement ahead of them and respond as necessary.
- Staff and children should turn left out of the building and along Chessel Street to the corner of Ruby Street where the children are to line up on the pavement against the wall and the register checked, that location is the fire assembly point for the nursery.
- Community group visitors, other visitors and office staff are to safely cross the road to the other side of Ruby Street, that location is the non-nursery fire assembly point.
- The person in charge should then check the register of children and adults.
- No-one should re-enter the building until permission is given by a member of Chessel Centre management.
- If it is a false alarm or a test, the register should be checked again once staff and children have returned to their rooms to ensure everyone is accounted for when back in the building.

In the event that it is not possible to return to the building:

- Children will be relocated to Compass Point Children's Centre or the Southville Centre, whilst parents/carers are contacted.

Reviewed April 2021

Related documentation:

- *The Chessel Centre Fire Risk Assessment*
- *1. Health & Safety Policy*