

Thorpe Willoughby Childcare Centre



Fire Drill Procedures

Fire drills / practice fire drills Thorpe Willoughby Childcare Centre will carry out a weekly test on our fire alarm system.

This will be carried out every Wednesday morning and it will involve the alarm sounding for a short period of time.

Staff do not need to evacuate the building unless the alarm continues to sound.

We will carry out monthly practice fire drills and this will be on different days and at different times, staff will not be informed in advance about when these will happen.

It is staffs responsibility to follow the procedures below in the event of the alarm sounding.

Discovering a fire

If any member of staff discover a fire, then they MUST immediately sound the fire alarm and follow the evacuation procedures.

In the event of fire alarm sounding

- A full evacuation to be carried out immediately (please see evacuation procedures detailed on page 2)
- Person in charge to check which area the fire has been detected
- Person in charge will investigate where the alarm unit has detected a fire
- Person in charge to inform Management Team what area is being investigated
- Person in charge will report findings to staff

If false alarm

- Staff and children will re-enter the setting
- Management team will record the false alarm / practice drill.

Available fire exits

- Fire doors in main building will be the exit door –access and egress kept clear at all Times

All staff and children will meet on grassed area until the management team give the all clear to return

Fire Exit doors in Bungalow (front or rear)

All staff and children to assemble in a calm manner to the nearest available fire exit and proceed to the assembly point in the garden or in to the car park if necessary.

- Fire brigade contacted by management if there is a fire.

- Room Leaders must take their register
- Staff must then do a quick head count whilst manager / person in charge is checking all areas of the setting.
- Room leader must then do a thorough head count
- Management to take in her possession, the registration folder, which contains all of the children's contact details.
- Once everyone has met at the assembly point the management will check that all staff and children are safe and present
- If children cannot re-enter the premises then they must go to the Thorpe Willoughby School for their own safety.
- Management will notify all parents of their child's wellbeing and arrange for their child to be collected from the School.
- On arrival of emergency services the management team will speak with fire crew / emergency services

Staff are responsible for the following:

Registers Room Leaders Checking all areas of the playrooms / toilets

Managers / person in charge List of the children's contact details Manager / person in charge

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