



**Little Acorns Nursery  
at High Halden**

Church Hill, High Halden  
Kent TN26 3JB  
Telephone 01233 850113

## **Fire Safety & Emergency Evacuation Policy**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with current legal requirements. Where necessary we seek the advice of a competent person, such as our 'Fire Officer' or 'Fire Safety Consultant'.

### **Procedures**

The basic of fire safety is risk assessment. These are carried out by a 'competent person'. The person responsible is; Wendy Price.

As the building is rented we ensure that there is a copy of the fire safety risk assessment that applies to the building and that it contributes to regular reviews.

All the fire doors are clearly marked, never obstructed and easily opened from the inside.

Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building are checked as specified by the manufacturer.

Our emergency evacuation procedures are approved by the Fire Safety Officer and are:

- Clearly displayed in the premises; located in office and by all fire exits
- Explained to new members of staff, volunteers and parents
- Every week the fire alarm is tested from each station to ensure they are all in working order.
- Practised regularly at least once every six weeks.
- Records are kept of fire drills and the servicing of the fire safety equipment.

### **Emergency Evacuation Procedure:**

- Through fire drills every six weeks children are familiar with sound.
- Clearly labelled fire exits enable children, staff & parents to know where they are.
- Once the alarm has activated all children are led from the building by the staff to assembly point.
- Once lined up at the assembly point a register is taken of the children and staff as well as any volunteers/parents/carers.
- We aim to evacuate the children & adults within 5 minutes.

- In the event of a real fire the manager will call the emergency services and notify parents/carers.

The fire drill record book contains:

- Date and time of drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

**This policy was adopted at a meeting of Little Acorns Nursery**

**Date to be reviewed .....**

**Signed on behalf of the management committee .....**

**Name of signatory .....**

**Role of signatory (e.g. chair/ owner) .....**