



Fire Safety Procedure:

In the event of a fire:

1. The member of staff who finds the fire is to alert everyone by setting off the fire alarm.
2. Staff from 2-5's Unit and Baby room must bring their signing in sheet and register with them.
3. All staff ensure children are immediately evacuated to the fire assembly point using the nearest fire exit – using the back door by the baby room stairs first.
4. When exiting the building the first member of staff to make their way to the fire exit – collect the fire bag!
5. The Deputy Manager to ensure that all staff and children make their way to the far side of the car park at rear of Nursery, whereby staff park their cars.
6. The Manager is to collect the telephone and index cards before leaving the Nursery.
7. The Manager is to check the entire Nursery for any children or staff before leaving.
8. Manager to go to the rear car park and check all children and staff are present. Take Register.
9. Phone Fire Brigade.
10. Never re-enter the building