

Fire Policy

At Little Learners Day Care we have a duty of care to keep all our employee's, children, parents, and visitors safe within our building, in case of a fire this is the procedures that we would follow.

Fire meeting point: St Marys Park

It is our Policy to:

- Smoke Alarms are checked annually by J.Bailey our smoke alarm and fire alarm fitter, weekly by Adrian our handy person this is then recorded in a fire book any issues **MUST** be reported to the management team and they will arrange for J.Bailey to attend.
- Fire drill practice takes place at least once a term. This is recorded with the time, date, number of children and staff. We record if there are any problems, this is stored on Nursery in a Box
- We have a smoke alarms fitted in:

**Squirrel room,
Squirrel kitchen
Managers office,
Managing Directors office,
Hedgehogs room,
Welcome area,
Hallway (garden end)
Both Bunnies room
Bottom of stairs,
Staff room**

- Fire exits are located:
 - **Garden door leads to garden walk round to the back door which leads to main pathway,**
 - **Main Entrance leads to main pathway,**
 - **Hedgehogs Front Door leads to main pathway,**
 - **Squirrels Front Door**
 - **Window in Staff Room**
- All staff are given training on the fire procedures during their induction period
- All staff are given policies and procedures on fire drill practice and fire procedures
- Staff in the Bunnies room must carry the children out to the meeting point with help from the other staff or manager and follow fire procedures
- Staff and children in the squirrels room must line up by their main entrance door and follow the fire procedures and meet at the meeting point.
- Staff and children in the hedgehog's room must walk the children out their main entrance and walk round to the meeting point and follow fire procedures.
- Staff and children stay calm, walk to fire exit, and follow fire procedures
- Manager on duty to collect mobile phone/iPad, all contacts for staff and children are and the mobile phone and nursery in a box.
- Manager to do register to make sure everyone is out of the building
- All fire exits must be kept clear at all times

- No one to re-enter the building unless given all clear from the fire service, or if it is a fire drill re-enter on the managers say so.
- Parents will be contacted as soon as possible in a real emergency.

