

# Fire Policy



## **Statement of intent**

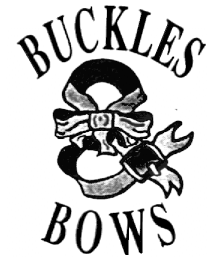
Buckles and Bows will ensure that in the event of a fire the staff and children will know how to get out of the building safely.

## Evacuation Procedure

- On discovering a fire, raise the alarm.
- The Manager or Deputy Manager will take charge of the evacuation and ensure, as far as possible, that no one has been left in the building. If possible they will collect the register and the emergency bag by the door which includes the children's contact details.
- The children will be evacuated in a calm manner as quickly and safely as possible through the nearest available exit.
- There are two emergency exits, one at the front of the building (main entrance) and one at the back of the building at the right hand side.
- The children will be asked to join hands with staff and assemble at either of the **assembly points** below. The evacuation route will depend on where the fire is; either be through the front of the building and everyone will assemble by the school playground gate or via the back door of the Nursery and everyone will assemble in the school hut on the playing field.
- No one will stop to collect personal belongings.
- The Fire Service will be called (Dial 999 - the nearest phone is in the school opposite).
- No one will re-enter the building until told it is safe to do so.

If necessary the Manager or Deputy Manager will phone parents to inform them what has happened and request early collection of the children. If it

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wasn't possible to collect the register, the administrator has all the registers and contact details at their base. It is important that none of the children are taken home without a member of staff being informed.

Should a child have a disability which may affect his or her ability to recognise that an emergency is taking place or to evacuate the building unaided then a personal emergency evacuation procedure specific to the child's needs and abilities will be in place.

## Fire Drills

A fire drill will be practised every half term at different times. The date should be recorded in the register along with the length of time it takes to evacuate the building. Reasons for any delays should also be added.

## Fire Safety

- A reputable company will service the fire extinguishers every year.
- The smoke detectors should have batteries checked every month and the date should be noted in the register. These should be replaced annually.
- Fire exits should be unlocked and clear during sessions.
- Staff should ensure that fire exit signs are in place and clearly seen.

Our members of staff responsible for fire safety are Claire Tolley and Santa Cuevas.