



Fire Safety and Emergency Evacuation

Policy statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The role of Fire Warden is updated daily depending on who is the most senior member of staff on the day – this will be displayed on a laminated board in the lobby.

The named Fire Marshalls are as follows:

Michelle Josephs – Nursery / Holiday Club

Sarah Boazman – Junior WRAP

Procedures

- The basis of fire safety is risk assessment.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures
 - explained to new members of staff, volunteers and parents; and
 - Practised regularly at least once every term or if we have new children or staff.
 - Records are kept of fire drills in the register on the day we do them

Emergency evacuation procedure

Our emergency evacuation procedure with staff and children are carried out in fire drills. The staff will blow a whistle twice (not able to use the alarm), or shout fire if the whistle is misplaced.

At DDC Nursery and Preschool, the children will come out of the nearest fire exit, and we will wait on the field or basketball court until the fire service attends.

On each fire drill the staff record the time it takes to carry out the fire drill, staff must wear a yellow Hi-Viz jacket.

- The staff should have a first aid kit, the register of children with emergency contact details on, phone, and keys should be accessible.
- On the board is step by step guide as to how we contact and deal with emergency services if a fire does break out.

The fire drill is recorded in the register

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.
- Designated staff will check all rooms before leaving the building (Toilets, Kitchen, reception and main room).

Policy was updated on the 15 September 2011

Reviewed 14 September 2012

Reviewed 12 September 2013

Reviewed 20 September 2014

Reviewed 4 February 2015

Reviewed 24 September 2015

Reviews 09 March 2016

Reviewed 29 March 2017

Reviewed 26 October 2017

Reviewed 18th October 2018

Reviewed 1 September 2019

Reviewed 05 March 2020

Reviewed 18th August 2021

Reviewed 13th January 2022

Reviewed 13th June 2022

Reviewed 27th April 2023

Reviewed 2nd January 2024

Reviewed 13th January 2025

Reviewed 6th January 2026