



## **Fire Procedure**

In the event of a fire, the children and staff will be evacuated outside using one of the fire exits of the building and the fire brigade will be alerted.

The fire assembly point is located on the grass by the bin store.

The staff will carry an evacuation bag with some activities, nappies, spare clothes and a first aid kit.

The staff will also take the daily register so children, staff and visitors can be accounted for.

Staff will ensure that at least one person has a mobile phone with them to enable us to contact all the parents/carers of the children at the nursery and inform them of the situation.

If necessary the group can use a room within Ormiston Six Villages Academy or the Six Villages Sports Centre until they can be collected.

The 'What to do in case of fire' notices are displayed around the building, with one per room.

Fire drills will take place termly and a record will be kept of all fire drills. Evaluations are completed following a fire drill to determine any changes that may need to be made to practices.