



## Little Foresters Crèche Fire Drill Policy

### Fire Routine

The following should be adhered to:

- A notice details in the action to be taken in the event of fire should be displayed in staff areas/adjacent to fire alarm contact points
- The group leader and other staff should be familiar with the Fire Routine
- Fire drills should be carried out on at least two occasions per year
- A fire log book should be kept, in which the following details are recorded
  - Fire drills and fire instructions
  - Testing and maintenance of fire alarm system
  - Testing and maintenance of fire fighting equipment
  - Testing and maintenance of emergency lighting (where applicable)

The log book should be readily available for inspection as and when required.

### Frequency of inspections

Re-inspections of premises are carried out annually by the local Fire Officer. The purchase of these inspections is to ensure that arrangements for the safety of occupants are properly available and maintained and that no additional fire hazards are introduced.

### **Suggested drill: groups of young children**

A fire drill for very young children needs to be planned so that no children become frightened, but it should not be treated as a game. In order that children have plenty of opportunity to ask questions, it would be a good idea to have a book such as the Ladybird book about Firemen from the series of 'People at Work'. This has pictures which stimulate discussion. The adult should emphasise that fires hardly ever happen, but if they do it is important that everyone should know what to do so that the building is emptied quickly.

### **Preparation**

1. The Supervisor should form the habit of checking numbers early in the session. It would be helpful to have a board to indicate the actual number of children and adults on the premises, including visitors. (This number may vary from the number on the register.)
2. Staff should check, prior to the commencement of every session that all doors which may be required as fire exits are unlocked, easily opened and not obstructed.
3. The staff should know who to call the Fire Brigade.
4. There should be a signal which is used for the purpose of calling children in an emergency (or drill). It might be a whistle or a gong. It should be easily accessible.

5. Fire extinguishers should be fixed with their base about 760mm from the ground. They should be serviced once a year. Staff should familiarise themselves with the type and method of operation of the fire appliances provided.
6. When starting to teach the children, the first stage is to train them to respond to the signal by stopping whatever they are doing and going to the supervisor. Do not attempt the full fire drill until this has been mastered. Some children will not realise the urgency and will want to go and wash their hands or delay for some reason. When everyone has learnt the immediate response, the full procedure can be attempted.
7. Detecting Fire: If you see or smell smoke or hear crackling, do not wait to be certain that there is a fire; put the fire procedure into action, call the Fire Brigade.

#### **In the event of a fire**

1. Operate the alarm (fire alarm point, gong, bell or whistle).
2. Person in charge to ensure that the Fire Brigade is called immediately.
3. Close all doors and windows in the vicinity of the fire to prevent spread.
4. Staff members must escort all children from the building to the assembly point, which is on the Fire Notice. During this procedure no person or child should return into the building for their clothing or books.

5. Toilets, cloakrooms should be checked by the Supervisor or second assistant.
6. On reaching the assembly point a roll call should be taken at the earliest opportunity.
7. The Officer- in- charge of the first fire fighting appliance to arrive should be informed of any missing persons and their last known whereabouts. He should also be informed of the last location of the fire.
8. Pending the arrival of the Fire Brigade, staff may carry out such fire fighting as can be done without danger to themselves.