

Emergency Plan

The Nominated Fire Wardens are Mrs Parker and Mrs Lund who are identified by their yellow, fluorescent bibs.

Fire Drill Procedure

On discovering a fire:

- Calmly raise the alarm by breaking the alarm glass
- Staff to wear gate keys always.
- Immediately evacuate the building under guidance from the Room-Leaders with the children's attendance Register and close all doors behind you wherever possible. Use evacuation cot as necessary. **Move quickly and quietly. Do not run.**
- Using the nearest accessible exit, lead the children out, go through the gates at the Birth to Three end of the building onto Conifers Primary School Reception Field.
- If normal route is unsafe, exit via Hereford Road and walk along Radipole Lane and enter school via front gates to assembly point.
- Only use Fire Fighting equipment to aid your escape.
- Office staff will call the Fire Brigade before leaving the building with the visitors signing in register and nursery's mobile phone. The Management Collect the emergency pack which contains children's register, staff register, emergency contacts list, keys, and nappies, wipes and blankets, etc.)
- Do not stop to collect personal belongings on evacuating the building.
- Kitchen staff to ensure all appliances are turned off before evacuation takes place.
- Staff will report to Fire-warden regarding persons accounted for or those missing. Do not attempt to go back in if any children or adults are not accounted for. Wait for emergency services/police. Fire-warden to meet the Fire and Rescue Service and to notify them of un-evacuated persons and location of the fire.
- For Emergencies, the same procedure will be followed but other relevant emergency services will be called.
- Do not re-enter the building until advised to do so by the Fire-warden.

If you are unable to Evacuate Safely:

- Stay where you are safe.
- Keep the children calm and together.
- Wherever possible alert the manager of your location and the identity of the children and other adults with you.
- Close all doors and windows behind you wherever possible.

Remember.

- **Do not stop to collect personal belongings on evacuating the building.**
- **Do not attempt to go back in and fight the fire.**
- **Do not attempt to go back in if any children or adults are not accounted for.**

This policy is updated at least annually in consultation with staff and/or after a fire evacuation practice and/or fire.

August 2025.