

TRINITY COLLEGE DAY NURSERY

PROCEDURE IN CASE OF FIRE

The muster point is the front garden under the tree.

In the event of a fire being discovered, sound the alarm in the hallway (break glass)

1. Fire alarm sounds
2. MANAGER fixes open Front door and throws out fire bag,-----if MANAGER not in the building, then first person to reach front door fixes it open and if possible throw out fire bag.
3. MANAGER/SENIOR PERSON dials 999 GIVE FULL ADDRESS:
Trinity college day nursery, Bishops Close, Stoke Hill, Stoke Bishop BS9 1JW
4. BUSY BEE unit keeps 2 members of staff including the UNIT LEADER/SENIOR PERSON and sends the rest up to the LADYBIRD UNIT. (There should always be 2 members of staff with Busy Bees)
5. COOK to turn off power then assist BUSY BEE unit leading children out—if COOK not in building then Manager switch off any cooking power.
 - a) LUNCHTIME NURSERY ASSISTANT to help, as directed, with BUSY BEE or LADYBIRD unit
6. BOTH UNIT LEADERS take hold of register and organise the leaving of the UNIT and BUILDING.
 - a) BUSY BEES, the remaining member of staff wedges door open then leads the children out, whilst the UNIT LEADER brings up the rear and closes door to unit. REMEMBER THE BATHROOM.
 - b) LADYBIRDS to be lead or carried out by a member of staff as organised by the UNIT LEADER who brings up the rear. REMEMBER SLEEP ROOM.
7. EVERYONE leaves by the FRONT DOOR, turning RIGHT up the path, on to front lawn, to muster by the tree.
8. MANAGER checks the building including releasing any wedged doors.
9. LEADERS to call register for their children and staff.
10. MANAGER checks with both unit leaders that all children and staff are present and correct.

If all Busy bee children or all nursery children are playing in the garden when the alarm sounds then the children should remain there with staff.

If Busy Bee children are engaged in activities both indoors and outdoors when the alarm sounds then all should come to the muster point in the front garden.

If the hallway is blocked, all Busy Bee's to go out into the garden and remain there. Ladybirds are to remain upstairs, all gathering in Red Room. Block the gaps at the bottom of the doors with blankets etc to keep the smoke out. To remain in Red Room until help arrives. The cook is to leave by the back door and go to the muster point.

February 2009

Fire Extinguishers:
Water
Fire Blanket

