**Castlemilk Day Nursery**

**Emergency Evacuation Fire**

**Rationale**

It is the responsibility of staff at Castlemilk Day Nursery to ensure the safety of the users of the nursery. It is important that there are clear guidelines on evacuating the building in the event of a fire. It is important that in the event of a fire staff, children and anyone else using the building is aware of their role in evacuating the building safely and without panic.

**Aim**

* Staff and children participate in regular fire drills
* Fire drills are carried out by the nursery janitor
* Children are familiar with the sound of the fire alarm through regular fire alarm tests and drills.
* Staff in each room are aware of their role in the evacuation process.
* Evacuation notices are posted throughout the nursery.
* Fire doors are kept unlocked and passages are kept clear.
* Management are responsible for floor sweep (checking the rooms)
* Head of Centre is responsible for collecting fire document
* Head/depute are responsible for collecting children’s details
* Head/Depute are responsible for contacting emergency services
* Staff in each room are responsible for ensuring fire registers are kept up to date with children in attendance and for taking them outside
* All staff must sign in and out the building as this register will also be used in event of a fire.
* All staff must stay calm and evacuate the building with the children or through their nearest fire exit if not within the playroom.
* Staff are aware of assembly point; Nursery Car Park
* If it is impossible to re-enter the building staff are aware that the assemble point is in the community centre café.

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| This policy was rewritten in: | September 2018 |
| Date for review: | September 2020 |