

Bridport FIRE PROCEDURE

At the sound of the alarm OR on discovering a fire:-

The supervisor of each unit will pick up the register.

Staff will escort the children **QUICKLY AND CALMLY** out of the building using the nearest/safest exit.

The Unit Supervisors will check their rooms, sleep areas and toilets without putting anyone at risk.
THEN EXIT THE BUILDING.

Ground Floor

- From **Pre-School** – Exit through Side Door into the road and assemble in front of Nursery Garage.
- From **Toddlers** – Exit through Side Door into garden and assemble in front of Nursery Garage.

Fire box to be collected on the way out

- From **Kitchen/Dining** – Exit through Side Door into garden and out of gate, collecting the fire box on route. Assemble in front of Nursery Garage.
- From **Main Office** – Exit through Front Door and assemble in front of Baby Shop.

First Floor

- **From All Baby Rooms and Baby Kitchen** – Exit down stairs, through Front Door and assemble in front of Baby Shop.
- **From Play Room** – Exit down stairs, through Side Door and assemble in front of Nursery Garage.

Second Floor

- **From Staff and Training Rooms** – Exit down stairs, through Front Door and assemble in front of Baby Shop.

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT RE-ENTER the building until you have been advised by either the Fire Brigade or the Nursery Manager/Deputy.

The Manager/Deputy will call the Fire Brigade.

Record the fire/evacuation in the log book.

Once outside an attendance register will be called.

In the event of a practice, follow the same procedures as in the event of a real fire/evacuation.

It is the responsibility of individuals – employees, volunteers and students to ensure they know:-

- Their responsibility and role in the evacuation procedure.
- They know where all the exits are.
- They know where the assembly point is.

Dorchester FIRE PROCEDURE

At the sound of the alarm OR on discovering a fire:-

The supervisor of each unit will pick up the register.

Staff will escort the children **QUICKLY AND CALMLY** out of the building using the nearest/safest exit.

The unit supervisors will check their playrooms, sleep areas and cloakroom areas without putting anyone at risk. **THEN EXIT THE BUILDING**

From downstairs:

- Exit the front half of the building by the playground door, situated in the cloakroom, open playground gate and assemble against side wall of car park (next to wheelie bin).
- Exit by the rear half of the building by the back door, situated in the rear lobby, make your way from the car park area and assemble on the grassy verge next to the boules piste.
- Babies to be placed in Evacuation Cots.

From upstairs:

- Exit the front half of the building down the front stairs (**DO NOT USE THE LIFT**) and assemble against wall of car park (next to wheelie bin).
- Exit by the rear half of the building by the backstairs, leave by back door, situated in the rear lobby, make your way from the car park area and assemble on the grassy verge next to the boules piste.

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT RE-ENTER the building until you have been advised by either the Fire Brigade or the Nursery Manager/Deputy.

The manager / deputy will call the Fire Brigade.

Once outside an attendance register will be called.

Record the fire /evacuation in the log book.

In the event of a practice, follow the same procedures as in the event of a real fire / evacuation.

It is the responsibility of individuals – employees, volunteers and students to ensure they know:-

- Their responsibility and role in the evacuation procedure.
- They know where all the exits are.
- They know where the assembly point is.

Weymouth FIRE PROCEDURE

At the sound of the alarm OR on discovering a fire:-

The supervisor of each unit will pick up the register.

Staff will escort the children **QUICKLY AND CALMLY** out of the building using the nearest/safest exit.

- Exit the building by the main door, situated in the entrance hall and assemble outside of the Nursing Home.
- Exit by the door in the 'Pre-school' room and make your way down the side of the building towards the front and assemble outside of the Nursing Home.

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

The unit supervisors will check their playrooms, sleep areas and cloakroom areas without putting anyone at risk. **THEN EXIT THE BUILDING**

DO NOT RE-ENTER the building until you have been advised by either the Fire Brigade or the Nursery Manager/Deputy.

The manager / deputy will call the Fire Brigade.

Record the fire /evacuation in the log book.

Once outside an attendance register will be called.

In the event of a practice, follow the same procedures as in the event of a real fire / evacuation.

It is the responsibility of individuals – employees, volunteers and students to ensure they know:-

- Their responsibility and role in the evacuation procedure.
- They know where all the exits are.
- They know where the assemble point is.