

Rainbow Early Years

Fire Drill policy

Statement of Intent

It is the intention that all adults and children using Rainbow Early Years (REY) know about and understand the Fire Drill procedure.

Aims

We aim for all adults and children using REY to feel confident following our Fire Drill procedure.

Method

When a fire is suspected in or around the building the following procedure will be immediately followed:

- Verbally raise the alarm within the building ensuring that all other adults and children have heard.
- Ensure that every one remains calm and no children become distressed.
- The Manager/Assistant Manager will instruct the children and other adults to exit the building immediately from the nearest exit furthest from the fire.
- We will not allow anybody to collect any belongings before they leave.
- All adults and children are to assemble in front of the school playground school, where the Early Years Manager/ Assistant Manager will take a register of all present.
- At the same time the Manager/ Assistant Manager will nominate a member of staff to notify the main school office and call the Fire Brigade.

- The children should be escorted to a place of safety till the Fire Brigade have informed the Manager/ Assistant Manager that it is safe to return to the building.
- If there is any delay in returning to the mobile then parents/carers should be contacted and asked to collect their children, and the group closing early.
- Discuss with the children the reason for the Fire Drill at the time.

This procedure must be practised at regular intervals throughout the year, at least once every term, i.e. 6 times a year. The times and days that they are undertaken are to be rotated to ensure that all children, irrespective of when they attend, are able to practice the routine. The date and time of the fire drill will be logged on the appropriate register and on a dedicated fire drill sheet and in the daily register. On this sheet comments can be made, such as explanations given to the children, the length of time taken to evacuate the building, undue or unexpected happenings, etc. This sheet will be kept with the Health and Safety information and be available for inspection at all times.

REY undertake Fire Drills independently or with the main school when they carry these out, ensuring that all staff members are confident and competent with the procedure.

This individual policy forms part of a larger policy document and should be read alongside our other individual policies.

Date adopted for Rainbow Early Years: January 2005

Date of review: Feb 2017 & August 2017

Reviewed 14-8-18

Reviewed 30-8-19

Reviewed 4-8-20 by the Manager

Date of next review: Annually