Fire Drill Procedures

Fire drills / practice fire drills
Little Dreams Nursery will carry out a weekly test on our fire alarm system. This will be carried out every Wednesday morning and it will involve the alarm sounding for a short period of time. Staff do not need to evacuate the building unless the alarm continues to sound. We will carry out monthly practice fire drills and this will be on different days and at different times, staff will not be informed in advance about when these will happen. It is staff’s responsibility to follow the procedures below in the event of the alarm sounding.

Discovering a fire
If any member of staff discover a fire, then they MUST immediately sound the fire alarm and follow the evacuation procedures.

In the event of fire alarm sounding
A full evacuation to be carried out immediately (please see evacuation procedures detailed on page 2)
Manager / person in charge to check fire alarm unit, to discover what zone fire has been detected
Manager / person in charge to investigate the zone where the alarm unit has detected a fire
Manager / person in charge to inform senior staff what area is being investigated
Manager / person in charge will report findings to staff

If false alarm
Manager / person in charge to reset fire alarm
Staff and children will re-enter the nursery
Manager / person in charge to record the false alarm / practice drill.

Available fire exits
Main nursery entrance / exit door – This is the fire exit that all rooms will use if accessible, if not then they must use the next nearest available fire exit. All staff and children will meet in the garden area until management confirms that it is safe to re-enter the nursery.
42 / 44 Entrance Doors – 2-3's / 3-5's
2 Fire Exit doors at lower level – 0-2's / 1-3's rooms