

| FIRE SAFETY EVACUATION PROCEDURE | |
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| Reference: CF09 | Effective date: 31.08.2012 |
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| Last revision: October 2023 | Revision date: October 2024 |



FIRE SAFETY EVACUATION PROCEDURE

It is our intention to ensure that all individuals that access our services are safe and free from danger. We aim to have robust procedure in place to reduce risks related to fire safety.

To keep the environment safe and free of danger for all users, including children, parents and carers and staff, the following procedures are in place:

- Fire drills occur every six weeks, allowing the children to become familiar with the sound and the evacuation procedure. Results of each fire drill will be recorded in the Fire Log Folder.
- Fire alarms are checked every six weeks to ensure they are in good working order as part of our regular fire drills.
- All Fire extinguishers, in compliance with the local Fire Prevention Officers recommendations will be provided and sited safely on the Nursery and Farm Adventurers premises. These are checked and serviced annually.
- Fire Doors are marked and remain free from obstructions.
- All external doors are Fire Exits and therefore should not be permanently locked, although security must be considered.
- A Fire Action notice will be displayed in all rooms explaining the nearest exits and assembly points.
- Staff should familiarise themselves with these to ensure safe evacuation of the building in an emergency.
- Where applicable, individuals using the building will be given a tour of the building and general Fire Drill information.
- A record of all drills and incidents will be kept in the Fire Log Folder including times and duration of each evacuation, child: staff ratios and which children and staff were present at the time of the evacuation.
- Staff and volunteers should familiarise themselves with Fire Procedures when working in other buildings.

The Safety and well-being of all individuals using our services is paramount. The setting will work in every way possible to ensure that these procedures are understood and adhered to.

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Fire Action Notice

In the event of a Fire:

1. Raise the alarm and call 999
2. If the Fire Alarm does not automatically go off raise the alarm by either breaking a glass panel or shouting in a raised voice 'Fire'.
3. Evacuate quickly and calmly via the nearest Fire Exit.
4. Take all registers, and children's contact details and close all doors behind you and head to the assembly point.

Your nearest Assembly point is located:

Farmyard, along the Allotment Wall or Front Garden, left side gate



5. Check all individuals are accounted for. Anyone not accounted for must be reported to the Fire Officer once the Brigade arrives.

Important points to remember:

1. Fire alarm break glass panels located in every room.
2. Do not ever attempt to extinguish the fire yourselves.