



Fire Drill Procedure

Updated September 2024

At Briar Dene Childcare, the safety and well-being of the children, staff, and visitors are our top priority. Regular fire drills ensure that everyone is prepared in the event of an emergency, helping us to respond swiftly and calmly. This Fire Drill Procedure outlines the steps to follow during a fire drill to ensure that all children, staff, and visitors can evacuate the nursery quickly and safely.

The purpose of this procedure is to:

- Ensure that all children and staff are familiar with the evacuation process.
- Test and evaluate the effectiveness of fire safety systems, alarms, and communication procedures.
- Prepare everyone to respond calmly and efficiently in the event of a fire emergency.

Fire Drill Responsibilities:

- **Nursery Manager:** Ensures that fire drills are conducted regularly, reviews the procedure with staff, and oversees the evacuation process. The manager also ensures that fire drills are logged and evaluated.
- **Staff:** Follow the fire drill procedure, assist children in evacuating the building, and ensure that all areas are clear. Staff will also participate in debriefing after the drill to review and improve the process.
- **Children:** Children will be familiarised with the fire drill procedure, and staff will guide them calmly to the designated assembly area.
- **Parents/Guardians:** In the event that a parent or guardian is in the nursery during a fire drill, they should follow staff instructions and evacuate with the children.

Fire Drill Procedure:

The following steps outline the actions to take during a fire drill:

Step 1: Fire Alarm Activation

- **Signal:** A fire drill will be initiated by the sounding of the fire alarm. The alarm will be loud and continuous, signalling the need to evacuate immediately.
- **Response:** All activities must stop immediately when the alarm sounds. Children must be guided calmly to the nearest exit. Staff should remain calm and guide children with a clear and firm voice.

Step 2: Evacuating the Building

- **Children:** Staff should ensure that all children are safely and calmly guided to the designated assembly point outside the building.
 - Staff should take attendance immediately to ensure that no child is left behind.
 - Children should be led in an orderly line and should not run or push.
 - Babies or young children in cots or prams should be evacuated with the appropriate staff member.
- **Staff:** Staff should ensure that all children are accounted for before evacuating the building. If necessary, staff will bring any emergency items (e.g., first aid kit, register, mobile phone) as they leave.
- **Visitors/Parents:** Visitors and parents should be escorted by staff to the nearest exit and taken to the assembly area.
- **Exit Routes:** Staff should be familiar with the designated fire exits and evacuation routes for all rooms. These routes must remain clear at all times.
 - If the primary exit is blocked, staff should guide children to the secondary exit.
 - Staff should check bathrooms and any other rooms to ensure all individuals are evacuated.

Step 3: Assemble at the Designated Assembly Point

- Once outside, all children, staff, and visitors should gather at the designated assembly point, which should be at a safe distance from the building and away from any hazards (such as the driveway or vehicle parking areas).
- **Attendance:** The Nursery Manager or designated fire warden will take a headcount to ensure that everyone is accounted for.
- **Stay Calm:** Staff should ensure that children stay calm, remain in a group, and follow instructions.

Step 4: Waiting for the All-Clear

- No one should re-enter the building until the all-clear signal has been given by the Nursery Manager, fire warden, or emergency services.
- The Nursery Manager will assess the situation to determine if it is safe to re-enter the building or if further action is required.

Step 5: Debrief and Evaluation

- After the fire drill, the Nursery Manager will gather all staff for a debriefing session to discuss how the drill went, identify any issues or improvements, and provide feedback.
- Staff should be encouraged to share their thoughts on the evacuation process and suggest improvements.
- Any children or staff members who had difficulties during the drill should be provided with additional support or clarification.

Special Considerations:

- **Children with Additional Needs:** Staff should be aware of any children with additional needs and provide extra support during the evacuation process. This includes ensuring that any mobility aids, medical equipment, or medications are taken with the child.
- **Babies and Toddlers:** For younger children, staff should ensure that cots, prams, or car seats are used safely during evacuation. Staff should assist each other in carrying or guiding children during the evacuation.

- **Pregnant Staff or Visitors:** Pregnant staff or visitors should be given priority assistance during the evacuation process. Staff should ensure that they are escorted to safety quickly and comfortably.

Fire Drill Frequency:

- **Fire drills will be conducted at least once every term (three months).**
- **Fire drills will be unannounced to ensure that staff and children respond to the alarm in a real emergency.**

Record-Keeping:

- The Nursery Manager will maintain a log of each fire drill, including:
 - Date and time of the drill.
 - Staff and children present.
 - Duration of the evacuation process.
 - Any issues identified during the drill and the actions taken to resolve them.

These records will be reviewed regularly to ensure that procedures are being followed and improvements are made where necessary.

Fire Safety Equipment and Maintenance:

- **Fire Alarms:** The fire alarm system will be tested regularly to ensure that it is in good working order.
- **Fire Extinguishers:** Fire extinguishers and other fire safety equipment will be checked regularly to ensure they are accessible and fully functional.
- **Fire Evacuation Plans:** Fire evacuation plans and routes will be clearly displayed throughout the nursery, particularly near exits and in each room, to ensure that staff and children can quickly identify the nearest exit.

Regular fire drills are essential for ensuring the safety of everyone at **Briar Dene Childcare**. By following this Fire Drill Procedure, we can be confident that all children, staff, and visitors will know what to do in the event of a fire emergency. Safety and preparedness are key to maintaining a secure environment for the children in our care.

Review of Policy:

This policy will be reviewed annually (September 2025), or as needed, to ensure that it remains relevant and effective in meeting the evolving needs of the children, families, and staff within the nursery.

Name:	Position:	Signed:	Date:
David Birkbeck	Owner		
Kayleigh Tydd	Director		
Greg Bamber	Nominated Individual		
Zoe Tydd	Manager & DSL		
Abbie Lloyd	Deputy Manager		
Jade Radcliffe	Second Deputy Manager		
Pamela Lear	Practitioner		
Diane Jones	Practitioner		
Emily Gautrey	Practitioner		