# Play Station Little Stoke Logo Final12. Play Station Fire Procedure

Nursery Address: Play Station Nursery, School Close, Stoke Lodge, BS34 6DW Tel: 01454 610101

**Fire Assembly Points:**

**The fire assembly point is on the grass outside the main gate, children should be evacuated around the building from the outside IF it is safe to do so.**

**If it is not safe to move the children round the building, you should assemble and the furthest possible point in the gardens. Assembly points are sign posted in all gardens and outside the building**

**Procedure:**

1. Calmly raise the alarm by activating a fire alarm point (If alarms are not already sounding)  
2. Calmly, immediately evacuate the building through your nearest fire exit. Any staff available not responsible for evacuation their own groups, should assist with evacuating babies/children who are less mobile.  
3. Check all rooms, toilets, corners, etc for individuals

4. Room Leader or senior member of staff to collect registers  
4. Using the nearest safe exit lead the children out

5. Close all doors behind you.

6. Once assembled at the safe assembly point Room Leaders to conduct head count for children on register and then report to Manager.

**The manager is to:**

1.Telephone emergency services: dial 999 and ask for the fire service

2.Pick up visitor’s book

3.In a safe place clear of the building - check the children against the registers Account for all adults.

• **Do not** try to collect personal belongings when evacuating the building  
• **Do not** attempt to go back in and fight the fire  
• **Do not** attempt to go back in if any children or adults are not accounted for  
• Advise the fire services of anyone missing.

FIRE DRILLS

We will do practice fire drills on a regular basis, these will be at least one per term, whereby a full drill will be completed. The alarm sounder will be actioned every 6 weeks at a minimum.

The fire alarms will be inspected and tested by BWS Standfast Alarm services every 12 months. All other equipment is checked annually by Abel

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