

Fire Emergency Policy

Statement of Purpose

Torphins Playgroup recognises the need to plan for fire emergencies that can have an impact on the service we are providing. The health and safety and wellbeing of the children is paramount and the setting will plan effectively for all eventualities. Any critical fire incident will be dealt with as calmly and efficiently as possible and appropriate procedures will be followed by all service users. If any incident impacts on the setting's ability to operate, parents will be informed via telephone, in the first instance, or via email.

Fire and Emergency Evacuation Procedures

The Fire Safety folder is held in the office. It details regular safety checks including fire drills and will be maintained by the Manager. The first fire drill of each session will be an announced one. Children will listen to the alarm with their member of staff and then be walked through the evacuation procedure. Thereafter drills will be unannounced to children in the first instance and subsequently to children and adults. Fire drills will be carried out regularly, ideally once per term to familiarise all users of the setting with the procedure.

Fire extinguishers and fire blankets are sited throughout the building as appropriate. A plan of the building showing the fire exit and whereabouts of fire equipment is displayed in the main classroom. Fire equipment is checked and maintained by the landlord (Mid Deeside Church) on an annual basis. Smoke detectors will be checked regularly and checks recorded in the Fire Register by staff.

In the case of fire, no matter how small, the alarm should always be raised first and the building evacuated before any attempt to use an extinguisher is made. Staff are not expected to fire fight if there is a risk to personal safety or the safety of others in so doing.

Staff should be vigilant regarding possible fire risks. Fire door and points of exit should be kept free from obstruction at all times. There should be no continuous wall displays and a gap of at least 300mm every 2 metres should be maintained. There should be no posters/displays on doors used for staff or children to exit through. Location of assembly points will be summarised and posted throughout the building. These instructions will be discussed and reviewed annually by the whole staff team and additionally in the aftermath of any incidence of fire.

The following procedures should be followed in the event of fire or any other incident which may necessitate emergency evacuation of the building:

- If fire is discovered or the fire alarm sounds, inform the Manager or designated person in charge immediately.
- The Fire & Rescue Service will be called by the Manager, or the designated person in charge if the Manager is not present. This person is considered to be the Fire Officer.
- The Fire Officer should take the register with them as they exit. They will also take the 'going out' bag which contains a mobile phone, and a list of children's emergency contacts maintained for such purposes.



All Staff are responsible for the evacuation of the area in which they are currently working, they should:

- Remain calm and strive to keep the children calm
- Evacuate their area, checking carefully that no child has sought cover behind doors or under equipment
- Ensure no one stops to collect coats or personal belongings
- Check toilets or rooms off the main play areas as they evacuate including porch, kitchen, office.
- Close all doors to prevent further spread of the fire as exit is made
- Be aware of special needs children, children who are new to the setting and those who become easily distressed. Carry these children to safety if necessary.
- Exit via the nearest Fire Door, the front door. Should fire obstruct exit via the fire doors, then the nearest unobstructed exit should be used, the porch door.
- Proceed to the designated Fire Assembly Point situated at the CHURCH car park (turn left outside Playgroup).
- Take all registers to enable the Fire Officer to carry out a roll call when everyone is assembled at the designated Fire Assembly Point.

Re-entry to the building should only be initiated on instructions from the Fire Officer or the Fire Service. The silencing of the fire alarm does not signal re-entry. Should re-entry to the building be impossible, staff and children will proceed to the Church. Parents will be informed via telephone, in the first instance, or via email, and asked to collect children.

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