



SEVENOAKS DAY NURSERY

FIRE PROCEDURES

In the event of a fire/smoke alarm

1. Inform the Manager or Deputy Manager immediately.
2. The Manager or Deputy Manager will inform staff if evacuation is necessary.
3. The Manager or the Deputy manager should call the fire brigade using 999.
4. Staff are responsible for the evacuation of all children that they are with at the time.

On hearing the fire alarm:

- Calmly call children in your care together.
 - Visually check the space around you is empty.
 - Leave the building via the nearest, safe **emergency exit**.
 - Headcount the children in your care, alerting the Manager if any are missing.
 - Remain outside the building until the Manager deems the premises as safe.
5. The Manager or the Deputy Manager are responsible for checking all rooms, toilets, kitchen, staff room and office.
 6. An iPad with Famly should be taken out from each room. An emergency nursery mobile phone is kept in the office. The Manager or deputy will take this with them on evacuation of the nursery. Registration will be taken promptly. Famly app contains contact details of parents/guardians. Hard copy register to be taken from office by Manager or Deputy; this contains names of children, parents contact details to be used.
 7. Staff and children should gather on:
 - The all-purpose sports court.
 - Bat & Ball centre if weather is poor.
 8. Room Manager for each room is responsible for taking the register (Famly) for their room and report to Manager or Deputy Manager.
 9. Manager or Deputy Manager is responsible for the removal of visitor's book.

10. Staff, children and visitors should remain in the assembly area until instructed to return to the Nursery, or what to do next by the Manager or Deputy Manager.
11. If the building is deemed to be unsafe by the fire services, then parents are to be contacted to collect their children.

Exits:

- Classroom: Exit via either the main entrance hall, or the fire door in the Classroom.
- Toddler Room: Exit via either the main entrance hall, or the fire door in the Toddler Room.
- Baby Room: Exit via either the main entrance hall or through the fire door in the Baby Room.
- Club Room: Exit via either the main front door, or the Club Room fire door.

The gates:

The main entrance gate has a push button exit.

The Emergency gate from the garden is secured by a hook-on lock, that easily can be removed in case of fire.

This procedure was adopted at a meeting of the Trustees of Sevenoaks Day Nursery CIO on 10th February, 2020 and last amended in April 2025.

A handwritten signature in dark ink, appearing to read 'Stephanie', with a long horizontal flourish extending to the right.

Stephanie Jenkinson
Chair