Fire Drill and Emergency Evacuation Procedure

At Little Monsters Day Nursery, the safety and well-being of children, staff and visitors is our highest priority. Regular fire drills are carried out to ensure all staff and children are familiar with evacuation procedures.

Fire Drill Procedure

In the event of a fire alarm sounding or a suspected fire:

- The fire alarm system will be activated immediately.
- Staff will remain calm and always reassure the children.
- Children, staff and visitors must stop all activities and prepare to evacuate the building immediately.
- The Manager, Deputy Manager or designated Fire Marshal will oversee the evacuation procedure.
- Designated staff members will quickly check all rooms, toilets, sleep areas and accessible spaces where safe to do so.
- Babies and younger children will be safely evacuated using appropriate evacuation equipment or travel cots where necessary.
- Staff will lead the children calmly to the nearest safe exit in an orderly manner.
- Children will leave the building in single file where appropriate, supervised by staff at the front and rear of the group.
- Internal doors should be closed behind staff where possible to help contain the spread of fire and smoke.
- The senior member of staff will collect the daily register, visitor sign-in book, emergency contact information, nursery mobile phone and keys if safe to do so.
- All children, staff and visitors will assemble at the designated assembly point in the front car park.
- A full headcount will be carried out immediately using the daily register and visitor records.
- Emergency Services will be contacted by dialling 999 and requesting the Fire Service.
- No one must stop to collect personal belongings.
- Under no circumstances should anyone re-enter the building until authorised to do so by the Fire Service or emergency services personnel.
- Once the all-clear has been given, staff will complete a second headcount before re-entering the building.

Alternative Assembly Point

In the event of a major fire or if it is unsafe to remain near the nursery premises, all children and staff will relocate to:

Paramount Packaging Systems
Fleet Business Park, Sandy Lane, Church Crookham, Fleet, GU52 8DB

Parents and carers will be contacted if necessary.

Fire Drills

- Fire drills are carried out regularly monthly throughout the year.
- Records of all fire drills, evacuations and alarm tests are maintained by the nursery.
- All staff receive fire safety and evacuation procedure training as part of their induction and ongoing practice.

Policy adopted by:
Little Monsters Day Nursery

Signed: _____