



## *St. Gregory's Child Care Trust,*

Fire Procedure 3.3

September 2022

To be reviewed by December 2023

## **Fire Procedure 3.3**

### **GENERAL RULES:**

1. The Centre is equipped with fire doors and firefighting equipment.
2. Fire drills will be held twice a year.
3. Staff will be trained in the procedure for evacuating the premises.
4. Records of fire drills will be kept in the daily register and also logged in the record book in the Nursery Office.
5. The Centre will be inspected by the Fire Officers.
6. The Room Leaders are responsible for ensuring that the power points are not overloaded with adaptors, checking for frayed wires. They should also check that flammable materials are stored safely and store cupboards are kept locked.
7. Notices explaining the evacuation procedure must be posted at every exit.

### **IN THE EVENT OF FIRE:**

1. The leader will ensure the Fire Brigade is called and collect the register and staff signing in sheet.
2. Staff will calmly escort the children in the building to the nearest safe exit.
3. The Leader will ensure the building is empty and all doors are closed.
4. Staff and children will assemble outside on the all-weather pitch.
5. The Leader will call the register and check that everyone is present.

### **AFTER THE FIRE DRILL:**

1. The Leader will record the Fire Drill in the register, noting :-
  - (a) the number of children present
  - (b) the number of staff present
  - (c) the time taken to evacuate the building before and after the register is called.

### **FIRE PREVENTION:**

Precautions to be taken to prevent fires are found in Section 4 of the Health and Safety procedure and in the no smoking policy.