

Fire Drills Policy

Fire drills will be held twice a year, or soon after new members of staff start employment within the nursery. It is the responsibility of the nursery manager to ensure these drills are carried out.

All staff, students and volunteers will receive instruction regarding fire evacuation procedures during induction on their first day.

Fire Evacuation Procedures can be found on the walls in each room, it is your responsibility to know and understand your role and responsibilities if the alarm is to go off.

Whenever the alarm goes off the Fire Precautions Log Book, and the Fire Drill Evaluation sheet will need to be completed, these can be found in the 'Fire Safety' box in the main hallway. The nursery manager will need to complete these documents and ensure all rooms are provided with relevant feedback.

Records of fire drills will be maintained these can be found in the 'Fire Safety' box in the main nursery hallway.

Checks on fire safety equipment are carried out on a monthly basis these can be found in the 'Risk Assessment' file in the office. It is the responsibility of the manager to carry out these checks.

Other related documents:

- Fire Risk Assessment**
- Monthly Risk Assessment**
- Record of Smoke Detector Tests**
- Record of Fire Extinguisher Checks**
- Fire Precautions Log Book**
- Fire Drill Evaluation**
- Fire Evacuation Procedures (Pg 42-48)**

**All policies are subject to regular review
This policy was reviewed: December 2012**