

# *Mad Hatters*

## **Fire Evacuation Procedure**

On hearing the fire alarm – stop your activity, gather up the children and evacuate the building as quickly and as safely as possible, leaving by the nearest fire exit door.

Designated staff surplus to requirements in other areas of the nursery must immediately help to evacuate the children on the 1<sup>st</sup> floor. A Fire Marshall will immediately assist upstairs to bring the children down and designate further staff to assist if needed.

No children are ever to be taken to the 2<sup>nd</sup> floor under any circumstances as this is not a children's area.

The key member of staff will collect the register. Senior staff or Fire Marshall will collect the Children's Emergency Details and Office Register. Child Emergency Details are kept in the back of the Main Attendance Register.

All staff and children should meet at the front of the Nursery for a head count.

Exit is through the Nursery front door, or back door/double doors and side gate, and then assemble on the driveway. The Fire Marshalls are required to investigate the property for signs of fire before alerting the Fire Brigade. The Fire Brigade will not respond unless there is evidence of fire, unless you have reasonable grounds. If evidence of fire is present the children will be taken to Shakespeare Dental Practice for safety so parents and carers can be contacted to collect the children.

**The designated Fire Marshalls for Mad Hatters are:**

Sarah Holmes  
Samantha Harris

**NO ONE IS TO RE ENTER THE BUILDING UNTIL THE ALL CLEAR HAS BEEN  
GIVEN BY THE FIRE MARSHALL.**