

Kiddy Academy Fire Procedure – Staff Induction.

All Areas of Nursery.

1. When the fire alarm sounds, promptly move the children out of the nearest exit. DO NOT RUN
2. Take **room registers** and **travel cots** (if working in baby area).
3. Assemble at your designated assembly point. This is along the external perimeter fence in the back garden area (if the fire blocks the exit to this assembly point then please assemble at the front of the building).
4. If you feel there is reason to move the children further away from the building for their own safety then there is a gate in the fence that we can assemble through that has a coded padlock on that can be removed. (code is 0411)
5. Ensure children and staff are secured and safe. Count the children and staff using room registers staff signing in and out form and visitors book
6. The responsible person will then re-check numbers and the building

At the first sign of a fire make your way quickly to your nearest fire exit and proceed to your designated Assembly point.

DO NOT UNDER ANY CIRCUMSTANCES RE-ENTER THE BUILDING, UNTIL A FIRE OFFICER INFORMS YOU IT IS SAFE TO DO SO.

If you are the person who identifies the fire break the glass on the nearest manual call point and assist evacuation of children safely.



Childcare at its Best

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