



Fire Drill Procedures

Fire drills/practice Fire drills

Snuggle Bunnies Childcare will carry out a Fire Drill test as our Fire Drill procedure. This will take place every **Friday** morning at **9:40 am** and it will involve the alarm signalling a loud noise for a short period of time. Staff should not evacuate the building unless the alarm sound continues to make the alarm noise and staff have not been informed of the fire drill.

On different days at different times, we will carry out a monthly practice fire drill. Staff will be informed in advance about when these tests will take place. It is all members of staff responsibility to follow the Fire Drill procedures in the event of the alarm test run.

Discovering a fire

If any members of staff notice a fire, then they **MUST** immediately sound the fire alarm and follow the evacuating procedures.

In the event of fire alarm sounding noise:

- A full evacuation to be carried out immediately (please refer to the Fire Evacuation Policy) and see the evacuation plan displayed in the communal area in the living room door and in the outhouse notice board.
- All staff and children must use the fire exits closest to them and walk safely to the assemble point at opposite 46 Elthorne Way, NW9 at the green gate for Church Lane Recreation Ground.

- The Manager/Fire Marshall are to check fire detectors, to discover what area the fire has been detected.
- Whether a child has an impairment or not, each room/area the childminder(manager)/staff will be responsible in checking (counting heads) that all persons in the room have evacuated out the building quickly and safely. The childminder (manager) will check (head count) the children again at the assemble point. Once all children are checked, only then the lead will raise their hand up to indicate that all children are safe.
- The childminder (manager) will check that the building is safe and that all persons have evacuated the building.
- Once the check is completed, the childminder (manager) will collect the register(s) and bring to the assemble point. At opposite 46 Elthorne Way, NW9 at the green gate for Church Lane Recreation Ground to assemble with the staff and children.
- The childminder (manager) and staff will check children (head count) to ensure all children are safe.
- The childminder (manager) will call the register to check that all children and staff are safe. Staff will indicate this by raising their hand to indicate that all persons have evacuated from the building safely, the childminder (manager) marked all children in the register and then raise a hand to show that the procedure is complete.
- Once all checks are complete, the childminder (manager)/Fire Marshall's will inform all staff that the building is now safe, and all persons can re-enter the building.
- Babies, toddlers, and preschool children will return to the building in a safe manner.
- The childminder (manager)/Fire Marshal will report findings to all members of staff.
- All fire drills will be recorded in the Fire Drill booklet.

In case of a real fire, staff and children will follow the same procedure and the childminder (manager)/Fire Marshall will **call 999 for the Fire Brigade.**

The childminder (manager)/Fire Marshall to investigate the area where the fire alarm has detected a fire.

The childminder (Manager)/Fire Marshall to inform staff what area is being investigated.

In the case of a false alarm

- The childminder (Manager)/Fire Marshall to reset the alarm.
- Staff and children will follow the procedure and re-enter the building when safe to do so with support from the childminder (Manager).
- The childminder (Manager)/Fire Marshall to record the false alarm/practice fire drill and in the case of a real fire.

Available fire exits

- Main childcare entrance/back door of the house including the back gate located at the end of the back garden. Main entrance to the outhouse located in the back garden- these are the fire exit that staff and children will use if accessible, if not then they must use the nearest available exit in case of a fire. All staff and children will meet in the assembly point opposite 46 Elthorne Way, NW9 at the green gate for Church Lane Recreation Ground until the childminder (Manager) confirms that it is safe to re-enter the setting.

ROUTE/AREA TO EVACUATE FOR STAFF, CHILDREN AND VISITORS

SEE EVACUATION PLAN AT THE END OF POLICY

Last Updated/Reviewed On:	SIGNITURE
10/03/2020	C. Morgan
21.11.2020	C. Morgan
12.03.2021	C. Morgan
18.04.2023	C. Morgan