



HAPPYLANDS NURSERY FIRE EMERGENCY PLAN FORM

Name of organisation	Happylands Nursery
Address of premises. Include number/name (if applicable)	Harrogate Road Methodist Church, Harewood Road, Ripon, HG4 1TG
Plan produced on	15.04.24
Name of person producing plan	Sarah Hogger
Job title	Nursery Manager
Signature	S.Hogger
Action to be taken by a person discovering a fire	
Press the fire alarm button, shout "fire", collect register and line children up, evacuate the building immediately and line up at the fire assembly points.	
How the fire brigade (and any other emergency services) is to be called and who is responsible	
Nursery manager or deputy manager to telephone the fire brigade on nursery phone or, as a last resort, on personal mobile phone if the nursery phone is unavailable.	
Fire warning system - description of bells, sirens, voice, etc. and types of signals and location of control panels	
Some bells are manual, with a lever and others are set off by breaking a small piece of glass and pressing a button.	
Staff alert about a fire by shouting.	
Process for identifying false alarms	
Once everyone has been evacuated, and the fire brigade has arrived, they will investigate whether it was a false alarm or not.	
If there is no sign of a fire (e.g. no smoke or flames), one member of staff (usually the nursery manager) will go and search the building (if it is safe to do so) to identify a false alarm.	
Evacuation procedures (description of procedures to be followed)	
All children, staff and visitors to be evacuated from the building as quickly as possible, leaving all personal belongings behind. Once everyone is in the designated fire assembly points, a register of all people that were in the building will be taken. If anyone is missing, then a nominated staff member will look around the outside of the building for them.	
If it is too dangerous to re-enter the building (if there is an actual fire), the fire brigade will be informed and they will look for any missing persons.	
Only when deemed safe by the firemen or a staff member if a false alarm, will children, staff and visitors be allowed to enter the building again.	
If the building is too dangerous to go back into, staff will organise for the children and visitors to get home safely.	



<p>Key escape routes (how access can be gained, where they lead, how they are protected from fire)</p>
<p>Fire exit routes are easily identified by fire exit signs around the building. These are located at the front entrance, back kitchen door, and there are two fire doors located in the main hall.</p>
<p>Assembly points</p>
<p>One main assembly point by the trees in the Methodist Church car park. There is a fire assembly point sign on one of the trees which indicates where to go.</p>
<p>Duties and identities of employees with specific responsibilities</p>
<p>All staff are responsible for the safety of the children who attend the nursery. The nursery manager is ultimately responsible for the safety of all children, staff and visitors to the nursery.</p>
<p>Arrangements for safe evacuation of persons identified as being especially at risk from fire</p>
<p>N/A</p>
<p>Fire-fighting equipment provided (locations and details)</p>
<p>2x fire extinguishers located in the building. One in the nursery cloak room and one in the main hall. 1x fire blanket stored in the kitchen.</p>
<p>Specific arrangements for high fire risk areas</p>
<p>Procedures for liaison with fire brigade on arrival (who, where, what, etc)</p>
<p>Nursery manager, or deputy manager in their absence will liaise with fire brigade on the phone and when they arrive at the building. Discussions will take place by the fire assembly point.</p>
<p>Training needed by employees and arrangements for giving such training</p>
<p>Annual fire safety training to be completed by all staff, on our noodle now training portal.</p>