



## PHOENIX HOUSE MONTESSORI NURSERY SCHOOL

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### Fire evacuation procedure

What to do in the event of fire will form a part of the introduction and an induction to new members of staff at Phoenix Montessori Nursery.

- On discovering a fire / or the fire alarm sounding, evacuate the building from the nearest fire door:
- **A )** front door and assemble at the front of the nursery; or
- **B )** back door and assemble by the left side of the building, or
- **C) If the fire is unable to be maintained or controlled our assembly point is Stamford hill Library, Portland Road, London N16 6SB, telephone: 0208 356 2539.**
- Only tackle small fires yourself using the appropriate fire appliances and where there is no risk to yourself.
- The Manager or one of the Senior Staff, will telephone the fire brigade if necessary.
- On evacuating the building act calmly and quietly to avoid alarming / scaring the children. Take care on the stairs, do not rush the children which may result in accidents, provide reassurance.
- The Senior Staff in charge of each room must take the signing in sheets with them.
- The Manager and Chef will help in the baby room taking babies out of the building.
- Do not enter the building until informed it is safe to do so by the Manager, Senior Staff or Fire Brigade.
- Once the children are in the assembly points Senior Staff of each room must take a quick register to ensure that all the children are together in the safe point. It is important that all staff carryout daily head counts to ensure they have the correct number of children.
- Once all the staff / children have vacated the building, a register must be taken for each group room by the appointed fire warden at the nursery.

The setting carries out monthly fire drills, preparing both the staff and children in case of an emergency. This information is logged in our Fire book. We also carry out regular checks on the fire equipment, organising drill testing.

**It is important that parents ensure all their personal details are up to date and provide the setting with contact numbers that are reachable in case of an emergency.**

**The settings mobile number is: 07398769799**

**The settings landline is: 0208 880 2550**

Revised: February 2017