

## Fire Action Procedure

### ON DISCOVERING A FIRE:

#### 1. RAISE THE ALARM:

Tell the nearest member of staff immediately.

Then use agreed whistle signal - **5 short blasts repeated every minute**

#### 2. GATHER GROUP TOGETHER

Specific instruction should be given to gather up sleeping/toileting children.

#### 3. LEAVE AREA BY SAFEST ROUTE

#### 4. MOVE GROUP TO R.V POINT

[Input site R.V Point]

#### 5. PERFORM HEAD COUNT & REPORT TO TEAM LEADER/SENIOR PRACTITIONER

- Consult with other staff: confirm headcount
- Investigate fire if not obvious
- If fire is small and can easily be extinguished without personal harm, try to put out fire with on-site appliances
- Ensure the safety of all children, visitors and staff

#### 6. THE NURSERY TEAM LEADER/SENIOR PRACTITIONER WILL PHONE FIRE BRIGADE

Site address: Stramash Outdoor Nursery, [Input site address/grid reference]

### ON HEARING **5 SHORT BLASTS OF THE WHISTLE**:

#### 1. STAFF - CALMLY GATHER GROUPS TOGETHER

#### 2. VISITORS AND ASSEMBLED GROUPS - LEAVE AREA BY THE SAFEST ROUTE

Leave all possessions. Do not run. Walk briskly.

#### 3. MOVE TO THE R.V POINT

[Input site R.V point]

#### 4. FOLLOW INSTRUCTIONS ISSUED BY NURSERY TEAM LEADER/SENIOR PRACTITIONER

Do not return to site until authorised to do so by authorised personnel.

**In the event of a fire, the safety of a life shall override all other considerations, such as saving property or extinguishing the fire.**