Procedure in the event of a fire

**Prevention**

I will ensure that:

* Electrical/gas equipment is maintained in good working order, including being inspected regularly and repaired when necessary
* Smoke alarms are tested monthly and the dates of the tests are logged
* A fire blanket is accessible and familiar to the user
* Exits remain clear and free of clutter
* Any flammable products are safely stored and out of the reach of children
* Fire drills are performed monthly with children and logged appropriately
* All children are aware of fire procedure, if age allows

**During a fire**

I will ensure that:

* The fire is extinguished if possible, but will not compromise the safety to any of the children or to myself
* All children are removed by one of two exits – the front or the back doors
* All children will be evacuated together and placed in an area of safety
* Emergency contact numbers of each child and the attendance register are in an easily accessible location so that I can collect it on my way out and make sure all children are accounted for.
* Emergency services are called
* First Aid is administered if required

**After a fire**

I will ensure that:

* Parents, local inspection unit and insurance company are informed of the incident
* The incident is recorded, and I shall review the fire procedure
* Parents and inspection unit are informed of any outcomes following an investigation

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