**Kush Fire evacuation Procedures:**

In the event of a fire or if the alarm sounds you must adhere to the following guidelines:

.If you detect a fire , immediately raise the alarm by breaking the glass

.In a calm manner, safely evacuate the children from the nursery , using the closest signed fire exits.

.During evacuation, the register, signing in and out book, visitors book, evacuation bag, with first aid kit and emergency contact numbers files need to be taken.

.Children should be escorted to the allocated safe meeting point which is the Albury road

.Once all have been evacuated, the registers will be taken along with a head count.

.All should remain at the fire safety point until the fire officer has been informed it is safe to re –enter the building.

.Once allowed back in the building, the fire log book will need to be filled by the fire officer

.The fire officer will need to time how long the fire evacuation process takes every month.

**Children sleeping /non walkers Evacuation procedures**

In the event of a fire or if the alarm sounds and children are asleep you must adhere to the following :

All sleeping children must be put securely in a nursery evacuation cot .

.As part of our procedures , the fire officer must check all rooms to see if there are any remaining children.

Reviewed : Jan 2023