

Sheffield Hallam University Nurseries

Fire Awareness – Collegiate Nursery

At Sheffield Hallam University Nursery, the safety of our children, staff and visitors is always our highest priority. Everyone has an important role to play in fire awareness and evacuation procedures, and it is essential that all staff are familiar with the guidance below.

Fire Alarms and Equipment

- Fire alarm call points are located throughout the nursery. Please familiarise yourself with their locations and activate the alarm immediately if you discover a fire.
- Smoke detectors are fitted on ceilings and will automatically trigger the fire alarm if smoke is detected.
- Fire extinguishers are positioned around the building. However, staff priority is always the safe evacuation of children. Extinguishers should only be used if your exit route is blocked by fire and it is safe to do so.
- Fire alarm testing takes place every Tuesday morning. If the alarm does not stop as expected, treat this as a real emergency and evacuate immediately.
- All planned or unplanned fire alarms must be reported on Awaken.

In the Event of an Evacuation

Please remain calm and follow these steps carefully:

- Leave by the nearest safe exit
- Check toilet cubicles
- Close all doors behind you if it is safe to do so
- Take the register and walkie talkie / work mobile phone
- Escort children safely to the designated meeting point

Registers must always be kept fully up to date. Children must be recorded immediately on arrival and departure, including those who are settling. This ensures we have an accurate record during an evacuation.

Evacuation Routes by Room

• **Squirrels**

Down the corridor → out of the garden door → through the left-hand gate → down the drive
Meet on the grass in front of 25 Broomgrove Road (Security Office)

• **Baby Hedgehogs**

Down the stairs → through the conservatory
OR use the external first-floor fire escape if the main stairs are obstructed
Turn right → down the drive
Meet on the grass in front of 25 Broomgrove Road (Security Office)



- **Foxes Room**

Down the stairs → through the conservatory

OR use the external first-floor fire escape if the main stairs are obstructed

Turn right → down the drive

Meet on the grass in front of 25 Broomgrove Road (Security Office)

- **Garden Areas**

Exit via the most appropriate garden gate

Meet on the grass in front of 25 Broomgrove Road (Security Office)

Alternative routes

If your nearest exit is blocked, always use the safest alternative route available.

Meeting Point

- The designated fire assembly point is:

The grass area in front of 25 Broomgrove Road (Security Office)

General Fire Safety Expectations

- Gate codes are shared with all staff during induction
- Fire exits must be kept clear at all times
- Each room has an evacuation route map, securely displayed on the register clipboard
- Fire doors must be closed during fire drills and at the end of each day
- Fire awareness training must be kept up to date for all staff

Although all staff complete Fire Marshal training, Deputy Managers are the designated Fire Officers and will provide guidance and support where needed.

This policy was adopted on	Signed on behalf of the nursery	Date for review
6/3/24	C.E.Carroll	January 2026