



Pre-school Fire Procedure

The person discovering the fire will shout 'Fire!' stipulating it's location, at the same time as alerting both the Ladybirds and the Bees playrooms as well as the conservatory, the office and the rest of the building.

- The allocated person will immediately ring the bell in a place of safety to gather all the children together by the nearest fire/safe exit.
- The allocated person will collect the register and leave the building assisting the supervisor.
- The office staff/Administrator will collect the staff fire register, visitor's book and Children's Emergency Details.
- Each member of staff will carry out their allocated job according to the fire board in the conservatory. This will be updated at the beginning of each session. IT IS EVERYONES RESPONSIBILITY TO CHECK THIS BOARD DAILY AND BE AWARE OF THEIR ALLOCATED ROLE IN CASE OF FIRE.
- Each group of children will be walked out of the building and meet in the car park by the church steps.
- The Responsible Person will check all rooms, including toilets and will alert the coffee shop and church if safe to do so.
- Registers will be taken to make sure everyone is accounted for.
- Once it is safe to do so the children will be lead back into the building through the main door.

This policy was adopted on 18 July 2014

Responsible Person for this Policy – Susan Gibbons

Signed on behalf of the pre-school.....

Role of Signatory

Pre-school Manager

Revised 18 July 2014