

Emergency Evacuation Policy

- On discovering a fire, raise the alarm
- Immediately evacuate the building using the nearest safe exit
- Staff will pick up the registers and a mobile phone
- Staff will lead children out in an orderly manner and should assemble at the designated assembly point
- The Manager or Senior Officer in charge will check all areas including toilets.
- Close all doors behind you as you proceed out
- Dial 999 and ask for the fire service. Do not replace the handset until the fire service confirms our address
- Check the register to ensure all the children are accounted for
- Account for all staff and any other adult in the setting
- Only if it not too dangerous and if you are sure you can do it quickly and safely attempt to put out the fire using the appropriate fire fighting equipment, which can be found next to all fire exists

Once it is determined safe to return to the setting, children are to be led back calmly and the register taken gain.

Please note:

The fire drill will be held at regular and random intervals. These will be held with no regard to any conditions existing inside or outside of the Pre-School premises, e.g. rain, snow, frost, mealtimes, bus or quiet times, parents or visitors on site.