



Policy - Fire and Emergency Evacuation Procedure

Title: Fire and Emergency Evacuation Procedure

Category: In the Setting

Review Date: 30th Aug 2024

Description:

Fire SAFETY/EVACUATION PROCEDURES

Burpham Preschool hold termly fire drills which are logged on the 'Fire Drill' register on our online babysdays system.

Procedure to be followed in the event of fire/evacuation

In the main hall all fire exits are clearly marked. Anyone in the toilet area or in the office should exit the building via the Preschool main front door leading out to the tarmac playground area.

Designated area to meet is

Outside the main entrance on the grassed area.

In the event of a fire/evacuation:

- The alarm will be raised by whoever discovers the fire.
- The registered person(s) in charge will be responsible for contacting the relevant emergency services and informing the parents/carers where necessary.
- The Manager will collect the register for staff/children in their care together with the mobile phone and First Aid Kit.
- All staff will escort the children out of the building where they will gather on the grass area (gathering in their own keygroups) in front of the playground.
- The designated Fire Officer and Manager will ensure the building is clear of all children/staff and that they are gathered on the outside grassed area adjacent to the main building.
- Once outside the register will be taken to ensure everyone is accounted for.
- Everyone must stay outside until the emergency services declare it safe to return to the building. Children will be reassured at all times.
- If it is deemed unsafe to return then the parents/carers will be notified by the Manager, informing parents/carers where the pick up point will be from.