



Procedures

Fire Drill Procedure – Hatch Warren Under Fives

IN THE EVENT OF A FIRE

1. When the alarm sounds, our appointed Fire Marshall will nominate an assistant to lead the children to the assembly point by the shortest and safest route. There are three possible routes, being either out of the garden gates; through the main room entrance door and then out of the main foyer door; or via the side garden doors and then out of the garden gates.
The assembly point for all children is inside the tennis courts, adjacent to Hatch Warren Community Centre.
2. Children and adults will line up and leave in an orderly manner through the appropriate fire exit, leaving all personal items behind.
3. The nearest point of exit will be used.
4. The children will be taken to the assembly point. All children and staff will be led by a nominated staff member who will be wearing a Hi-Viz jacket.
5. Preschool Manager/Deputy will collect **all** registers, evacuation bag, mobile phone and a pen.
6. Staff must not lock the combination doors after exiting the main hall as this access may be required by a fire fighter.
7. The Fire Marshall will check toilets and all areas for children/adults. A final sweep of the room and outdoor area will take place whilst the children are exiting with staff members. This will be communicated through the team to ensure final checks are always done.
8. At the assembly point the nominated person will check the children against the register and report to the senior member of staff that the children and staff are ALL accounted for. Any missing children/adults need to be reported to the Centre Manager immediately.
9. Staff and children will wait at the assembly point until told by the Fire Officer that it is safe to re-enter the building and the all clear is given.
THE SAFETY OF THE CHILDREN IS PARAMOUNT AND ANY INSTRUCTIONS GIVEN BY THE FIRE SERVICE SHOULD BE ACTED UPON IMMEDIATELY.
10. Parents will be contacted in the event of a fire once the children are safe and calm, enabling us to be in a position to do so.

FIRE DRILL

1. Fire drill practices will be carried out at least once each half term.
2. A member of staff will activate the fire alarm.
3. On completion, the Drill must be recorded and signed by the member of staff who activated the alarm.
4. All actions during the fire drill must conform to the above procedure.

ON DISCOVERING A FIRE

1. Raise the alarm. There is a panel to raise the alarm next to the entrance door.
2. Evacuate the building using the nearest safe exit, following the above procedure.
3. Telephone the emergency services: Dial 999 and ask for Fire Service, giving your name and address.
4. ONLY IF IT IS SAFE TO DO SO, should an attempt be made to put out the fire, using the available and appropriate fire fighting equipment.

REMEMBER : The aim of all staff is to prevent any harm to the children whilst maintaining their own safety, and also not to give any hint of undue anxiety, which could result in panic. Take the evacuation in a calm orderly manner, leaving personal belongings behind.

ON NO ACCOUNT SHOULD YOU RE-ENTER THE BUILDING UNTIL THE ALL CLEAR IS GIVEN.

This policy was adopted at a meeting of the preschool held on

Signed on behalf of the preschool _____