



FIRE PROCEDURE

Fire drills should be carried out on a regular basis, as part of normal activity and accurate records should be kept. Fire drills must be carried out on each day of the week to ensure all children who attend are involved.

All electrical equipment will be checked regularly, as will the fire extinguishers and fire alarm system.

All fire exits are marked, unlocked and kept free from obstruction.

If you discover a fire raise the alarm by shouting FIRE. If the alarm sounds the evacuation procedure should be followed.

Evacuation Procedure

All staff, children, parents and carers must leave as quickly and as calmly as possible through the nearest fire exit. Staff will check all rooms ensuring that all children are out, as the building is evacuated. No one should take anything with them; the Deputy Play Centre Manager will take the register.

REMEMBER THE FIRST CONSIDERATION MUST BE TO THE CHILDREN

Those on the first floor of the house when the alarm is sounded should evacuate down the staircase and out of the back door directly in to the playground. No one should remain on the first floor unless the staircase is blocked. If the staircase is blocked you must remain in the KS 2 room or Art room (these doors are fire resistant for 30 minutes) until the Fire Brigade arrive.

The assembly point is the Infant Playground. At the assembly point the Deputy Play Centre Manager will call the register and the Play Centre Manager will call the Fire Brigade.

No one should go back into the house until the Fire Brigade has told you to do so.

The safety of children and staff is paramount. Staff, who have been trained to do so, may attempt to tackle minor fires with the fire fighting equipment available, only if the children are evacuated from the area and they are not in immediate danger.