



01 Fire Evacuation Procedure

The following evacuation plan will be followed in the event of a fire and practised with the children on a 6 to 8 weeks basis or when new staff join.

- On hearing the fire alarm each room leader or senior shall collect all children together, collect phone, collect register, and contact details (where possible) and proceed out of the building through the quickest and safest route.
- All children will be reassured throughout. Any child that cannot walk will be carried.
- We will make our way to the fire assembly point which is at the wooded garden.
- The relevant emergency services should be contacted using 999.
- Preschool – To exit the Preschool room via the white double doors by the kitchen if the fire is not in this area. If the fire is located in or by the kitchen, Pre-school will exit via their main door and a member of staff to allow entrance to the fire assembly point. If the children are playing inside and outside all children will be taken around to the assembly point whilst a member of staff thoroughly checks the garden and inside the preschool room.
- Nursery- Should exit via the stairs to fire exit/entrance door through the gate to the assembly point
- Each child's parents or emergency contact will be contacted via phone to collect their child/children. Where contact cannot be made another responsible adult may be required to look after the children.
- Kitchen- Should the fire be in the kitchen; we will exit the children out of the as stated above. If the fire is anywhere else the children will be evacuated via the safest route.

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