**Fire & Emergency Procedure**

Standard fire precautions should be practised to reduce the risk of fire. These include:

 \* regularly check electrical equipment - Yearly P.A.T testing

 \* Turn off and unplug any electrical equipment used during the session before leaving the building

In the event of a fire or other reason to evacuate the building (e.g. as part of the pre-school fire drills):

**The safety of children and adults in the Pre-School is the prime importance**

Anyone spotting danger must gain the attention of everyone present by-

 \* blowing whistle three times / setting fire alarm off

 \* Say loudly -' EVERYONE STOP WHAT YOURE DOING AND LINE UP AT THE DOOR'. Point to the nearest safe exit

The supervisor/person in charge must the quickly direct staff to specific jobs -

 \* At least two members of staff to lead children out of the building, taking attendance and visitor registers and phone with them. A register will be take when they reach the assembly point.

 **Slope up to church yard**

\* One of the staff will be asked to ring the fire brigade.

 \* **SPIRE PRE-SCHOOL, THE BELMONT CENTRE, BELMONT ROAD, UCKFIELD, EAST SUSSEX, TN22 1RU**

 \* The supervisor/Manager will check all the rooms and toilets, if safe to do so.

Children and adults must go directly out of the building. Do no run, Do not stop to collect bags, coats or any other belongings. Once outside go to the assembly point . Slope to church yard.

Once assembled a register will be taken for all children, staff, students and visitors. If anyone is missing two members of staff must stay with the children and all other staff search the grounds for the missing person(s)

**On no account re-enter the building. Tell the fire brigade immediately that someone is missing and may be inside.**

**Fire Drills**

Regular fire drills will be held, at least once every term. Fire drills must be held on different days of the week and at different times of the day. In all cases a record should be maintained to show

 \* date and times of the fire drill

 \* Number of adults and children present

 \* Time taken to evacuate the building

 \* Procedures taken and exit used

 \* Specific points requiring attention

Points to note

 \* Stay calm ensuring the children are not frightened

 \* Leave the building via the nearest fire exit. The assembly point - **Slope to church yard**

 \* Once the children and adults are at the assembly point, do a register and wait for the fire brigade ensuring that children and adults remain safe and calm.

Reviewed 21.09.18