



FIRE PROCEDURE

Fire drills are held regularly and are recorded. The fire drill is displayed in the Woodcroft Pre-school and Wrap Around Care room.
We have a No Smoking Policy.

In the event of a fire the procedure is as follows:

- Sound the Fire Alarm
- Telephone 999 and ask for the fire service.
- The Day Care Manager or Deputy manager will collect the Register and Admission folders.
- The Manager/Deputy Manager/supervisor/Practitioners organise the children into a group and escort them to the muster point with the aid of all staff.
- Details for room are to collect the register and admission forms then vacate the room quickly but safely going out the fire exit door and through onto the front playground.
- A person will then come around to muster point and let them know everyone is out safely. If a person is missing this would be reported to the school person in charge for that day.

A member of staff checks the premises to ensure no children have been left behind and closes windows and doors.

- If you are at the toilet when the alarm goes off please use the nearest exit to vacate the building and meet at the muster point.
- Take the phone from the room collected by Manager or Deputy Manager or supervisor.
- When everyone is at the muster point call the register to check everyone is present.

- If it is a fire drill all staff and children will return to the pre-school room when we have been given the all clear from school staff. Management will signal to the school if all children and adults are present and correct or if there is a problem using the coloured laminated card provided. Green means all ok, red means there is a problem.
- Carry out procedure for collection of children in an Emergency if there is a real fire.

Muster point for the Primary school is in the front playground, for pre-school it is located in the back playground near the pirate ship.

Remember do not panic and do not panic the children

This procedure adopted October 2019

signed

DirectorSecretary.....