

Fire evacuation procedure

In the event of a fire, the priority is to get all the children out as quickly and as safely as possible. To do this, fire practices are held twice a term, possibly more, enabling every child and practitioner to experience a fire drill

On discovering a fire the following steps should take place:

A practitioner will blow the whistle located on a hook by the display board in the classroom. If the whistle is missing she/he will inform the supervisor.

The children will form a caterpillar line by a member of staff who will lead them to and through the nearest and safest exit furthest away from the fire.

Another practitioner will join the end of the caterpillar to ensure a child/children do not wander off/stop.

The remaining staff will check both classrooms and the toilet areas before the supervisor collects the register and the telephone.

The children will by now have been lined up alongside the outside fence in the playground and counted. The register is called to check no child is missing. The Fire brigade is then called by dialling 999.

If a child is missing it is up to the supervisor to assess the fire's danger before re-entering the building. Any missing persons will be reported to the fire officer on his/her arrival.