

## 02 Fire safety procedures

### 02.02 Fire safety and Emergency Evacuation

Little Doves Christian Pre-School and the premises that it hires, Navestock village hall, adhere to the highest possible standard of fire precautions. The caretaker at Navestock village hall has given instructions regarding their fire safety and emergency evacuation procedure. The manager and staff are familiar with the requirements. Where necessary, the advice of a competent person, such as a fire officer is sought.

#### Procedures

1. When the fire bell, whistle or tambourine sounds continuously, the fire procedures are carried out:

- **Main Hall**

Staff usher children calmly towards the fire exits at the end of the main room counting the children as they do so.

The member of staff who is looking after a SEND child at the time of the emergency will evacuate and be responsible for that child only.

The next person in charge who is left in the room collects:

- the 'Grab bag' from the clothes rail by the main door
- the daily register
- a mobile phone
- the sign-in register from the desk in the main room
- the keys or pass codes

If safe to do so, the number of children recorded on the wall is noted. (The number of children is placed on the wall each session as a visible record in the event of a fire).

The last staff member to leave the room quickly checks the equipment for any children hiding in large equipment, under tables, the book corner or in the toilets and for any staff in the storage container.

The children are taken to the muster point in the car park by the playground.

- **In small meeting room**

If the children are with a member of staff in the small meeting room, they should proceed to the nearest accessible fire exit and then on to the muster point in the car park by the playground.

- **In the ladies' toilets**

If in the ladies' toilets then the children are lead immediately from the toilets. Depending on signs of smoke or fire they will either go straight to the main entrance and or to the fire exits at the back of the main hall. Once through the fire door the staff member will check on the number of children with them. They will then proceed to the muster point in the car park by the playground.

2. The register is called for all children and staff.

3. Staff alert the children to what is happening, giving clear instructions.

4. If any child/staff member is missing the person taking the register informs the fireman.

5. The fire safety and emergency evacuation procedure for Navestock village hall is available.

6. The fire safety floor plan is available.