

Fire Action

Any person discovering a fire

1. Sound the alarm.



2. To call Fire and Rescue Service telephone 999.



3. Attack the fire is possible (if you have received training) using the appliances provided.



On hearing the fire alarm

4. Leave the building by the most direct route, closing all doors behind you.



5. Report to assembly point in the KS1 playground (within the wooden pencil circle).



DO NOT TAKE RISKS.

DO NOT RETURN TO THE BUILDING FOR ANY REASON UNTIL AUTHORISED TO DO SO.

Evacuation Procedure

1. On hearing the alarms all staff gather children and any visitors at the blue gates to the school playground.
2. Fire marshal collects register, visitor book, mobile phone and high-vis bibs.
3. Fire marshal leads all children and adults to the assembly point at the top of the KS1 playground. The preschool's designated area is inside the wooden pencil circle. Staff to ensure preschool children remain within the circle and away from school children.
4. Fire marshal checks all areas in the building including toilets and in and around play equipment.

At place of safety

1. Fire marshal calls register. Manager to liaise with school and emergency services.
2. High-vis bibs put on all children and staff so that preschool children and adults are easily recognisable from school children.
3. Wait to hear from emergency services for all clear or further instructions.
4. All staff to reassure the children and keep them occupied.