

## 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 whistle and tambourine sounds continuously, everyone **STOPS, LOOKS and LISTENS** to the reason why the whistle and tambourine has sounded. The fire procedures are then 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 members of staff who are looking after a SEND child at the time of the emergency will evacuate and be responsible for that child only.
- The health and safety assistant or senior room leader who is left in the room collects:
  - the **'Grab bag'** from the trolley by the main door
  - a **mobile phone**
  - the **sign-in register** from the desk in the main room
  - the **keys or pass codes**
  - all the **children's medicines**
- The **daily registers** for green and yellow teams are brought out by the leaders in each team.
- 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/committee 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'/gents toilets

- If in the 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 registers are called for each team, along with the staff register and visitor sign in book.
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 fire brigade.
5. The fire safety and emergency evacuation procedure for Navestock village hall is available.
6. The fire safety floor plan is available.