![MC900057619[5]]()

Mucky Pups Pre-School

Fire Evacuation Procedure

1. On discovering a fire, sound the alarm by activating one of the switches situated around the building. If possible inform the Manager/Deputy Manager immediately. Do not attempt to tackle the fire yourself unless it can be easily and safely contained.
2. On hearing the alarm the children should form a line and exit the building through the nearest fire exit. Staff will assist the children to leave the building quickly and safely. Leave the building as quickly as possible, do not stop to collect belongings.
3. One member of staff (the Manager/Deputy Manager) will stay to collect the register and the phone, they will also check to ensure that no one is still in the building.
4. Assemble the children at the fire assembly point.

THE FIRE ASSEMBLEY POINT IS AT THE BACK OF THE HARD PITCH.

1. A register will be called by the Manager/Deputy Manager in order to establish whether all children and staff can be accounted for. It is essential that all staff remain calm and reassure children throughout.
2. The fire brigade will be called and given all relevant information.
3. No one should re-enter the building for any reason until it has been confirmed that it is safe to do so.

N.B: It is vital that all escape routes are kept clear at all times and are not obstructed in anyway.

# **Fire Drills**

A fire drill will be practised every half term, on different days and times to ensure that all children are familiar with the above procedure. The date of all fire drills will be recorded on a fire drill record sheet, this includes the day and date of the fire drill, staff and number of children present, time taken to evacuate and any issues raised from the drill.

All emergency equipment and exits will be regularly checked and properly maintained. This is the responsibility of the Boys and Girls club. The central fire alarm system is checked every six months and the fire extinguishers are checked annually. A copy of the report is emailed to the setting Manager as and when updated.

Date policy adopted on:2nd September 2019 Date for review: 2nd September 2020

Signed: Position: Manager