



FIRE / EMERGENCY EVACUATION PROCEDURES

IT IS ESSENTIAL THAT ALL FOOTPRINTS STAFF/VISITORS FAMILIARISE THEMSELVES WITH THESE PROCEDURES WHICH ARE DISPLAYED IN EVERY ROOM IN THE BUILDING AND IN FOOTPRINTS POLICIES AND PROCEDURES FILES.

1. In the event of a fire, a member of staff will use one long blast on a whistle to alert everybody.
2. All the children walk to the door in the porch (fire exit) off the main room which leads through a second door to the outside.
3. The Session Leader will lead the children, using a rope for them to hold in a train, to the emergency assembly point (towards the top of Watsons Road on the same side as Footprints. Outside 12A Watsons Road). Any Support Worker will accompany their child. The remaining pre school Assistant will follow on.
4. The Session Deputy will check all rooms and shut doors before leaving the building. Any adults and children in the garden or adjacent rooms must exit through the side gate and meet at the emergency assembly point.
5. The Session Leader will take the children's and staff/visitors signing in files (containing contact details) with them and check that all children and adults are present at the assembly point.
6. The Session Deputy will contact the fire brigade from the shop next door.
7. Parents/carers will be contacted to collect their child in the event that access back into the building is not allowed due to safety by following "General Contingency Procedure".
8. **The primary responsibility is to ensure that all the children are removed to a place of safety. Do not stop to collect personal belongings or attempt to fight the fire.**
9. The Fire / Evacuation procedure will be practised at least once per term with all the children and recorded in the Fire Safety Log Book.

Date reviewed.....5th October 2015 Signed.....

