



FIRE / EMERGENCY EVACUATION PROCEDURES

IT IS ESSENTIAL THAT ALL FOOTPRINTS STAFF/VISITORS FAMILARISE 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 (the grassed area on the corner of Watsons Road and Shellards 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.
8. **The primary responsibility is to ensure that all the children are removed to a place of safety. Do not stop to collect personal belongs or attempt to fight the fire.**