

# *Procedure To Be Followed In The Event Of Fire/ Evacuation*

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Preschool's **Fire Officer is Carol Harbridge**. The Deputy Fire Officer is Rachel Flynn.

In Addlestone Pre-school the emergency alarm is in the form of a whistle hanging from the window to the left of the main Pre-school door.

There are two emergency exits one at the side of the preschool (opposite Ongar Place Primary School) and one leading out through the preschool playground.

These are the two main doors leading to the outside (main entrance door - locked, with key hanging on the right hand side of the door, and door to playground - locked, with key hanging to the right hand side of the door. The gate from the playground is also locked and the key hangs to the right hand side of the door to the playground.

**The assembly point is:** turn right from Pre-school, through the five-bar gate and assemble on the grass on the far side of the road running through the school.

In the event of a fire/evacuation the alarm will be raised by whoever discovers the fire/need to evacuate.

The Fire Officer or Deputy Fire Officer will be responsible for checking the toilet area, kitchen, main area and playground. The Fire Officer or Deputy Fire Officer must remember to take a mobile phone and the register with them, also the red contact folder.

The Manager or Deputy Manager will be responsible for taking a mobile phone and collecting the register - which can be found on top of the tall filing cabinet, and making sure that all leave by the exits in a calm manner.

No-one is to stop to collect personal belongings.

Fire may/could be attacked using the appropriate fire extinguisher although this is not necessary or expected due to the dangers and unpredictability of fire.

The Manager or Deputy Manager will call out the relevant emergency services.

The Fire Officer or Deputy Fire Officer will call the register to make sure everyone is accounted for.

In the event of fire services attending they will instruct you further everyone should remain at the assembly point until the Manager/Deputy declares the 'all clear' to return to the building.

If necessary the Manager or Deputy Manager will phone parents to inform them what has happened and request early collection of the children if necessary.

If there was a major incident and the school was evacuated the assembly point would be THE HOLY FAMILY SCHOOL, SPINNEY HILL, ADDLESTONE. Parents would be contacted. Staffing ratio will be adhered to at all times.

Any such incident should be reported to the appropriate authorities.

Fire drills are carried out monthly for morning and afternoon children on a rotation basis so that all children know the procedure and will be treated in the same way as real emergencies.