Fire Evacuation Procedure

If the fire alarm sounds or a fire is discovered, staff must immediately stop activities and calmly gather the children.

Children must be escorted to the nearest safe exit and leave the building quickly and calmly.

The last member of staff leaving a room should close the door behind them if it is safe to do so and ensure toilets or quiet areas are checked.

A member of staff should take the daily register, emergency contact details and first aid kit if they are accessible.

All staff, children and visitors must go directly to the designated assembly point.

Once at the assembly point, staff must carry out a headcount and check the register to ensure everyone is present.

If anyone is missing, this must be reported immediately to the emergency services.

The manager or senior member of staff must call 999 and request the Fire Service if this has not already been done.

No one may return to the building until the Fire Service confirms it is safe.