

Fire Procedure

If you discover a fire (or one is reported to you) operate the nearest fire alarm point. These are situated by the Thorley Hill Nursery Entrance, Sunflowers Entrance and Fire Exit at the opposite end. In the event of the alarm failing shake the shaker and gather together the children to exit the building. The alarm should alert Thorley Hill Primary School so that they exit the buildings too. In the event of the alarm failing the internal phone to the office can be used or the Pre-School mobile if having to exit quickly.

The senior member of staff should collect the clipboard with staff signing in/out sheets on and children’s register. **Walk, Do Not Run!** Senior staff should make note of the amount of children/staff in attendance and ensure there is a quick roll call before exiting the building.

Once out of the fire exits got to the nearest assembly point which is on **the far side of Thorley Hill’s field.** Once outside the senior member of staff should **dial 999 and ask for the fire brigade.** In their absence Thorley Hill’s head will be following their fire procedure and will call the emergency services. In extreme circumstances, The Bishop’s Stortford High School can be alerted. Phone number to be stored in the Pre-School mobile phone. The senior member of staff will take the register thoroughly to ensure they have all members of staff/volunteers and children. Any discrepancies should be immediately reported to the Fire fighters on arrival. **Do Not Re-Enter the Building!**

**The fire hydrant is located by the front entrance gates!**

It is Thorley Hill’s responsibility to bring out their boiler house key which will be needed to isolate gas and electricity supply.

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| Adopted by: Louisa Cowler | Role: Sunflowers Pre-School Manager |

Sunflowers Pre-School, Thorley Hill Primary School,

Park Lane, Bishop’s Stortford, Herts, CM23 3NH

Tel: 07752 562206

Email: sunflowers.preschool17@gmail.com

[www.sunflowerspreschool.co.uk](http://www.sunflowerspreschool.co.uk)

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