A picture containing logo

Description automatically generated

Fire and Evacuation Procedure

Fire procedure

If you discover a fire (or one is reported to you) operate the nearest fire alarm point. In the event of the alarm failing shake the shaker (the red instrument that alerts the children to stop and listen) or sound the squeezy whistle if during clubs time and gather the children to line up at the safest fire exit. The alarm should alert Thorley Hill Primary School so that they exit the buildings too. In the event of the alarm failing a phone call to the school office should be made using the Sunflowers phone- Thorley Hill school office- 01279 654496.

The most senior member of staff should collect the yellow clipboard, (which has the children and staff register, EHCP’s and emergency contact numbers); the Sunflowers mobile phone and red emergency box (which includes first aid and emergency blankets). Senior staff should make note of the number of children and staff in attendance by checking the notice board and register and ensure there is a headcount before exiting the building. One member of staff to check the toilets and other isolated areas if safe to do so if the number does not correlate.

Once out of the fire exit- Walk do not run, go to the nearest assembly point which is on **Thorley Hill Primary School’s field.** Once outside the senior member of staff should **dial 999 and ask for the fire services (address below).** The senior member of staff will take the register to ensure they have all members of staff, visitors, and children. Any discrepancies should be immediately reported to the Fire fighters on arrival. **Do Not Re-Enter the Building (until told it is safe to do so by the emergency services.).**

**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. David Francis- caretaker- 07534 700865.

Evacuation Procedure

In the event of Sunflowers Pre-School and Out of School Clubs and if applicable Thorley Hill Primary School needing to evacuate the premises the fire alarm should be activated to alert everyone to the need to leave the building.

The same process should be followed as the fire procedure to ensure everyone exits safely and a roll call can be made in a safer place outside before travelling to our designated evacuation site of ***Richard Whittington Primary School, Thornbera Gardens.*** A senior member of staff is to lead the way with another member of staff at the back. Children to be encouraged to hold hands in pairs and move with purpose but with safety. The most senior member of staff should call Richard Whittington Primary School to let them know we are on our way and for quick assistance when we arrive. School number- 01279 657778.

*The Sunflowers Fire Marshal is Anna Farmer.*

|  |  |
| --- | --- |
| Policy date: 01/09/2018  Updated: 01/2023, 01/09/2023, 04/03/2024  01/09/24 | Review date: 01/09/2025 |
| Adopted by: Louisa Cowler | Role: Sunflowers Manager |

Sunflowers Pre-School and Out of School Clubs, Thorley Hill Primary School,

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

Tel: 07752 562206 or 07999 478766

Email: [sunflowers.preschool17@gmail.com](mailto:sunflowers.preschool17@gmail.com)

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