**Fire Procedure St Joseph’s**

When alarm sounds: Senior staff to take mobile phone, emergency contacts and registers (Tablet) with them.

Named Fire Marshals: Emily Kendrick/ lead staff member in on that day

Fire Marshal Tasks:

1. Sweep the building- check the pre-school building for all children and ensure they are escorted outdoors.
2. Press the fire alarm
3. If a fire is located ensure 999 is dialled
4. If it is a false alarm report to the main school fire marshals

All staff:

1. Evacuate building- on hearing either the electronic alarm, or the hand bell-ensuring the children’s safety.
2. Close all doors when exiting
3. Assist children in forming orderly lines, headcount checks to ensure all children are located.
4. If required the manager is to phone all parents to ask them to collect the children from a safe place.
5. Staff to take instructions from the main school fire marshals and fire brigade.

Fire procedure

* Upon discovering a fire or hearing the alarm, staff escort all children to the Em’s Stars Pre-School fire assembly point (see map at Annexe 1).
* All doors must be closed when exiting the building.
* The phone and tablet must be taken to the assembly point
* Once all children are assembled Alex Turner or Terry Smith must be notified by phone call- both numbers are saved in the school phone.
* If required the manager is to phone all parents to ask them to collect the children from a safe place.
* Staff and children must only reenter the building when instructed to do so by the main school fire marshal.

*Fire drills*

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log Book:

1. The date and time of the drill.
2. Number of adults and children involved.
3. How long it took to evacuate.
4. Whether there were any problems that delayed evacuation.

Annexe 1- Blue circle shows fire assembly point

