**Fire Procedure**

1. Anyone finding a fire raises the alarm by blowing the fire whistle hanging next to the disabled toilet

Manager to get the register, visitors book, mobile phone,

and emergency grab bag

Remainder of staff to assemble the children for evacuation

1. Evacuate the building via the fire exit or front door: go to the assembly point in front of the church
2. Once outside, the manager or deputy to call the register to check all are accounted for
3. If there is a fire the manager or deputy will dial 999 once outside and parents will be contacted.

DO NOT STOP TO GET BELONGINGS

DO NOT RE-ENTER THE BUILDING UNTIL FIRE BRIGADE DECLARES THE BUILDING SAFE