

**Fire Procedure**

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

Named Fire Marshals: Emily Kendrick

Fire Marshal Tasks:

1. Sweep the building- check the pre-school building for all children and ensure they are escorted outdoors.
2. Send someone to alert the rest of the school.
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 and windows 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 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.