

Fire and evacuation policy

The overall aim is to save lives, therefore evacuation is of paramount importance. The staff are not expected to fight fire nor should they go back into the building. Anyone discovering fire or smoke should raise the alarm.



Fire drills are carried out at least once a half term using the smoke alarm in the Kitchen as the trigger sound. They are recorded on the register on the day they are carried out.

On hearing the alarm:

- The staff should direct the children to walk quietly to the nearest exit and then walk quietly and calmly to the assembly point in the tennis court.
- The deputy manager will check that the toilets and lobby area are empty, before ensuring that the main hall is empty before leaving the building.
- It is the Manager's responsibility to collect the register, parent's contact details, any emergency medication along with the relevant records and phone.
- The Manager will call the register at the assembly point to check that all adults and children are accounted for. The Manager will then call the fire brigade and parents.