



# Fire Prevention Policy and Fire Evacuation Procedure

## Fire Prevention

- Smoke detectors are fitted and they are regularly tested and maintained.
- We have access to a telephone.
- A fire blanket is located in the kitchen.
- We have a fire evacuation plan.
- Fire drills are carried out with the children regularly.
- Fire exits are the clearly marked.
- Fire alarms checked weekly

## Fire Evacuation

The following Fire Evacuation plan will be followed in the event of a fire:



- At first warning, either by the call of “fire” or by the smoke alarm sounding we will stop what we are doing and leave the premises calmly and promptly via the safest and nearest exit. Babies and toddlers will be carried to safety.
- We will take with us the attendance record, contact numbers and our mobile phone which is always at hand, we will take these with us as we leave and ensure all children are out and safe.
- We will leave by the front, side or back door whichever is the nearest, keys to all exits are easily accessed by an adult.
- Immediately on evacuating the premises we will call the emergency services.
- We will wait at a safe distance from the preschool in the car park.
- We will contact parents/guardian’s as soon as possible.
- We will comfort and reassure the children.
- We will follow the instruction of the Emergency Services and will not return to the

building until they have declared it to be safe to do so.

- We will have “practice” fire drills with the children on a regular basis.

# Fire Evacuation Plan



If the fire alarm sounds

- On the shout of **"FIRE"** or if the smoke alarm sounds, **STOP** what you are doing.
- Follow a member of staff and leave the building calmly (**DO NOT RUN**)
- Wait quietly at the assembly point.
- Listen for your name to be called.
- We will then call the fire Brigade.