

The Secret Garden Pre-school
Wellington Avenue
Princes Risborough
Bucks HP27 9HY
Tel; 07759 582307

Fire Drill and Evacuation Policy and Practice.

Fire Drill and Evacuation Procedure:

It is our policy to practise this during pre- school sessions at least twice a term.

On discovery of a fire or other situation necessitating evacuation, the session leader (manager or deputy) should be alerted immediately. If not a drill, staff member to phone the emergency services.

It is likely that the fire detection alarm system will be triggered and therefore a continuous loud alarm will sound. In the unlikely event of this not being triggered the 'break glass' box should be broken to trigger the alarm by the first member of staff.

Upon hearing the alarm Staff and children will stand still and listen for instructions.

The leader will direct one member of staff with the children and any other staff members and other to the safest emergency exit. Children will exit the building, via an appropriate route and then told to hold onto an emergency walking line. There are two situated in the building.

The manager or designated member of staff will take with them the register, day care records, extra emergency walking line (if necessary) and mobile phone and lead the way to an assembly point at least 25 yards from the building. The assembly point A, is the far end of the School children's playing field.

Once outside children and adults will be checked off against the register and the appropriate emergency service contacted by phone if deemed necessary (112) The manager /deputy will designate a member of staff to complete the register, ensuring they are registered upon return of searching the accessible areas. Meanwhile, the deputy manager/3rd in charge will search all areas of the building including kitchen, toilets, corridor as far as possible to ensure no one remains inside.

If the building is not safe, parents /carers will be contacted by phone to collect their children.

In such a situation, extra help would be summoned urgently to help supervision of the children, and collection of children.

The pre-school adopted this policy on

By Hayley White

Signed on behalf of the staff.....

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