

Fire Safety Procedure

We believe that the safety of all children, staff and visitors is paramount. In relation to fire safety we ensure that this happens by:

- Having regular fire drills so that staff and children are familiar with the sound of the alarm and evacuation procedures
- Pointing out our evacuation procedures to any visitors to the building
- Having firefighting equipment and fire exits
- Fire alarms are checked regularly.

Procedures to be followed if a fire is discovered:

- When the alarms are activated either manually or because a fire is detected the safety screen in the office will close automatically and the entrance door will release and can be pushed open
- Please sound the fire alarm, alarms are located by the main entrance, the fire door in the office and the two fire doors in the main room
- On hearing the alarm please lead the children you are with to the fire assembly point up the path using the nearest safe route
- Responsible person in room will alert those outside.

Safe routes are the following:

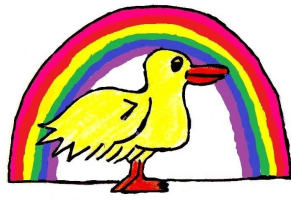
- If anyone with a disability is on the premises a nominated person will be responsible for supporting their evacuation
- If you are outside, unlock the nearest safe gate and take the children up the hill
- If you are inside, in the main room, exit with the children through the nearest safe fire exit and then through the gate to the assembly point
- If you are in the office, leave by the fire exit
- If it is safe to do so, help staff with getting children through the gate and up the path to the assembly point
- If you are in the entrance foyer, leave by main entrance

The Pre-School Manager or person responsible for room supervision will check the building to make sure everyone is out of the building and close any doors.

The Pre-School Manager or person responsible for room supervision will leave the building with the register and evacuation kit (bag with mobile phone and children's contact numbers).

The Pre-School Manager or Deputy will call the register checking all staff and children are present.

The Pre-School Manager or Deputy will phone the emergency services.



Children will be taken to Rucstall Primary School, our safe place, or Home Start in Rucstall Community Centre.

Parents will be phoned to tell them what has happened and that their children are safe.

Please also refer to our Evacuation Policy.

Signed on behalf of Little Ducklings Pre-School: _____

Position: _____