

Fire Procedure Policy

All staff must be aware of the procedure to follow in the event of a fire in the group.

All staff will be given a copy of the fire drill during their induction. The fire procedure will be explained and fire exits and meeting point will be shown. Every member of staff will be asked to sign to say they understand the procedure.

During a fire evacuation the following must be carried out:

- The register of all children, staff, and visitors attending each session must be taken as they enter the building. The manager is to keep the register near them at all times.

- When the fire has been found that person must inform the manager and alert everybody immediately and follow the alarm procedure to evacuate the premises. The word "FIRE" must be shouted in a loud clear way and the bell/whistle is to be rung.

- All staff must know where all the exits are from the building. Do not block these exits at any time. You must know how to use the fire extinguishers placed around the building.

- The manager must ensure the building is empty.

- The manager must take the following with them: register, pen, child record forms, mobile phone, keys to the building

When all the staff, visitors and children are outside a register must be taken counting that everyone is present. For quickness, while the register is being taken a member of staff is to shout "here" if you see child first.

When everyone is safe and accounted for phone for the fire brigade.

If someone is unaccounted for inform the fire officer.

If you are unclear on any of the above points please speak to manager before signing the fire procedure.

Every member of staff will be part of a fire drill each term.