



Little Acorns

LITTLE ACORNS PRE-SCHOOL

POLICIES

EMERGENCY EVACUATION PROCEDURE

ACTION IN THE EVENT OF A FIRE

In the event of a fire being discovered the following sequence should be followed:

1. RAISE THE ALARM

- The alarm should be raised as soon as a fire is discovered, no matter how small. Even if a fire is only suspected and it is not obvious, it is essential that all occupants of the building should be warned at the earliest opportunity, in order that they can make good their escape before the fire has time to develop. The following procedure should be adopted.
- Children to be taught to inform staff as soon as they see a fire. As soon as staff are aware of the fire, the nearest fire alarm should be activated.

2. CALL THE FIRE BRIGADE

- All outbreaks of fire, suspected fire, irrespective of size should immediately be reported to the Fire Brigade. The Fire Officer will call the fire brigade. The call must not be delayed whilst searches are made to check whether or not it is a false alarm. Such delays can prove fatal. All members of staff should be familiar with the correct procedure for calling the Fire Brigade:
 - 1) Dial 999 and giving the full correct address of Little Acorns Pre School.
 - 2) Notices detailing the procedure and address should be sited adjacent to all telephones likely to be used in an emergency.

3. EVACUATE THE PREMISES

- During the evacuation of the premises everyone should know where they go and how they should react. It is important that everyone knows their roles.
- Where there are three members of staff on duty, the children will be led out of the building by the safest available fire exit, to the fire assembly point, located in the staff car-park, along the wall adjacent to the gate, by the Manager. S/he must take the register, the visitor's book and the staff signing in book with them and carry out a roll call to ensure all children, staff and any visitors are out of the building. In the Manager's absence, the third member of staff is responsible for this.
- The Pre School Deputy or senior member of staff in her absence will call the fire brigade and ensure that the building is empty by checking the toilets and office to ensure no children are hiding, closing the doors on exit and then proceed to the assembly point.
- Where 2 members of staff are on duty, the priority is to evacuate the children. The senior member of staff will take the children and register/signing in book/visitors book to the assembly point whilst the other calls for the fire brigade and carries out the checks on the building before closing the doors on exit and then proceeding to the assembly point.
- The Pre School leader or another member of staff must have the completed register to make a report to the fire brigade that the children and staff are accounted for.
- Staff are to ensure that the children are kept away from the fire brigade equipment.
- On no account enter the building until an officer has declared it is safe to do so.
- In the event that the children and staff are not able to return to the building they would go to the school hall whilst parents are contacted and arrangements are made for their safe collection, a list of contact details for all children are kept in the register. In the unlikely event that the hall is unavailable, Barripper Chapel will be used instead.

FIRE EXTINGUISHERS

The safe evacuation of all the children is of paramount importance and it is essential that this is satisfactory instigated before any staff attempt to fight the fire.

All members of staff should be conversant with the location of the various types of fire extinguishers and for which type of fire they are intended. Any person in the vicinity of the outbreak of a fire, who is capable of using extinguishers, should tackle the fire, providing they do not expose themselves to any undue risk or danger. Only tackle the fire in its early stages.

Always put your own and other peoples safety first. Make sure you can escape if you need to and never let the fire block your exit. Never tackle a fire if it is starting to spread or has spread to other items in a room or if the room is filling with smoke. **If you cannot put the fire out get out.**

This procedure was adopted at a Committee meeting of Little Acorns prior to November 2008

SIGNED.....

UPDATED : JUNE 2011

UPDATED : MAY 2012

UPDATED : NOVEMBER 2013

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