

Fire and Emergency Evacuation Policy

Aim

It is our aim at all times to maintain the safety of all the children and adults and in the event of a fire or other emergency situation (or whenever the fire alarm is sounded).

We recognise that that a well understood and rehearsed response to such emergency situations is essential to maintaining calm and the safety of everyone.

The Fire Procedure and Evacuation Routes are attached and also posted on the notice board in the corridor.

Staff preparation

All staff will be inducted in the fire and emergency evacuation procedures and duties. There is a safety walk-around every morning, this will be recorded in the Daily Risk Assessment Document. Supply staff, students and helpers will be requested to familiarise themselves with the Fire Procedure and Emergency Evacuation Route.

The designated 'Fire Marshalls' for the day are written on the white board in the main Pre-school room area in room 2.

- Fire Marshall 1 is responsible for leading the children out with the emergency evacuation box
- Fire Marshall 2 is responsible for checking all the Pre-school rooms to ensure no children are left behind, and for unlocking the main doors in case needed for emergency services.

Fire Drills

Fire drills will be held every half term and a record of each fire drill will be kept in our Risk Assessment File. Over each year we will endeavor to ensure that every day of the week is covered by a fire practice and the register checked to ensure that every child and staff member in the Pre-school has experienced a fire practice.

During a fire practice, the fire alarm will be set off without prior notification to the Pre-school of the time of day or date (in addition, to ensure that the group carries out an adequate number of drills per term, the Manager may also play a recording of the fire alarm so that the Pre-school can carry out its own extra fire drills).

Staff will comfort any children upset by the fire practice. Parents/carers will be advised that a fire practice has taken place through our Tapestry App.

On discovery of a fire / other emergency

- The member of staff who discovers the fire will ring the alarm.
- The evacuation procedure will be followed. The staff will supervise the immediate evacuation of all children, helpers and visitors present from the building. They will leave through the nearest fire exit and assemble initially in the playground. If, however, staff see or smell smoke/fire they will continue through the car park and assemble in the Fire Assembly Point – located at the top right-hand side of the car park just before the drive (looking from the Pre-school building).
- In the event of a real fire or emergency, once the building has been evacuated, staff will ring 999 and request the fire emergency service.

Evacuation procedure

Should there be an emergency situation such as a bomb threat or fire alert, the preschool should follow the following procedure:

At the sound of the smoke alarm or instruction from the person in charge:

- The manager or a member of staff designated as Fire Marshal 1 (FM1) for that given day will collect the register, daily folder (containing children's contact information and allergy list), visitors' book, mobile phone, and Medical box required if required for that day.
- The member of staff designated as Fire Marshal 2 (FM2) for that given day, will check the cupboard, Pre-school toilets, corridor and all other rooms in use by Pre-school for any remaining persons. They will also unbolt and unlock all the 'exit route' doors – ensuring that any door wedges and door slam stoppers are removed. On completion, that member of staff will evacuate the building as quickly as possible, being the last to leave.
- In the event of the children being in two separate areas of the building and FM1 and/or FM2 are away from Pre-school area, the responsibilities will be delegated to the next member of staff listed on the whiteboard in room 2 and staff made aware of the changes
- A register will be taken of all children, staff and visitors present and, in the event of a real emergency, the emergency services will be informed accordingly.
- If and when advised that it is safe to re-enter the building, the member of staff designated as FM2 will reinstate the doors, bolts, rooms and corridors in accordance with the Pre-school's normal daily safety practice. Children and visitors will be escorted and counted in by the staff as they return to the Pre-School building.
- In the event that it is not safe to re-enter the building, the security and well being of the children will be ensured by staff (using the adjacent vicarage). The parents/carers will be contacted and asked to collect their children. Staff will ensure that every child is united with their parent or carer in as short as time possible.

Remember

Do not panic, stay calm at all times.

Review / Version Control				
Review period - 3 years				
Version	Created	Reviewed	Initials	Changes
Fire and Emergency Evacuation Policy (v1.0)	04/2020		DH / AP	
		09/2021	DH / AP	No changes
Fire and Emergency Evacuation Policy - Oct24 – v1.1	10/2024		DH AP	Changed template and added version control. No changes to wording
Fire and Emergency Evacuation Policy – v1.2	10/2025		DH AP	Minor changes to wording re Fire Marshalls
Fire and Emergency Evacuation Policy – v1.3	09/2026		DH SH AP	Change to method of advising parents that a fire practice has taken place, plus minor wording changes