

## PRE-SCHOOL AT ST SAVIOURS

### Procedure to be followed in the event of a fire

1. On hearing the fire alarm the children in each room will be collected together and taken out of the nearest fire exit to the assembly point which is located either at the rear of the garden or in the front car park.
2. The member of staff who is on register duty that day will collect the register, mobile phone, keys and child information sheet (in the back of the register) before going outside. The Manager in charge will do a final sweep of all the rooms to ensure that everyone is out of the building. Once outside the children will assemble and the register will be taken.
3. The member of staff in charge that day will call the emergency services (**999**), using a mobile phone, once she has evacuated the building. If the member of staff does not have a mobile phone, and nor does any other member of staff, a member of staff will be dispatched to the nearest building (Fulks Butchers) to use the phone there.
4. Only the member of staff in charge can decide if and when it is safe to re-enter the building. This must be done in liaison with the emergency services.
5. Where it is not possible to return to the building the children will be taken to either the park at the rear of the building or the church at the front, depending upon which exit is used, to await collection by their parents.
6. The officer in charge will inform the authorised collectors that the children can be collected from whichever collection point is used.