

# Fire Procedures

*Date of last review:* October 2016

*Conducted by:* M. Jarrett (HoC), M. Haddon (SAO)

*Date of next review:* October 2017



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## **Introduction**

Fire drills are held a minimum of once per term. All drills are fully recorded and any problems identified are addressed to ensure safety of all users of our site. The fire alarm is checked each Monday. All our fire equipment is regularly serviced and checked and our daily checklist procedures ensure that we maintain a safe environment.

## **Baby Room**

If safe to do so, evacuation takes place through the exterior door of the Baby Room and all assemble at the meeting point in the driveway towards Romilly Road. The room lead will take the register out to the meeting point, conduct a head count and then check the register against the children present. The staff will ensure that adequate blankets are available to take out to the meeting point if children are undressed or the weather is cold. The room lead will check the rooms and bathroom area before exiting the building.

## **Toddler Room**

If safe to do so, evacuation takes place through the exterior door and all assemble in the driveway towards Romilly Road. The room lead will take the register out to the meeting point, conduct a head count and then check the register against the children present. The room lead will check the room and bathroom area before exiting the building.

## **Nursery and Reception Classes**

If safe to do so, the nursery and reception classes will evacuate through the Foundation Stage outdoor space and go to the meeting point by Vince's Lodge. The teacher or room lead will check his/her room and bathroom area before exiting the building. The teacher/room lead will bring the register for the nursery classes and the school office staff will bring the Reception register to the meeting point.

## **The admin office**

If both admin employees are on site: one member of the admin office will take all signing in sheets for activities and the staff/visitors evacuation sheet to the Romilly Road meeting point and check that everyone is present and accounted for. The other member of the admin office will go straight to the Nursery and Reception class assembly point. If only one admin employee is on site: the same process will be followed by the one individual.

## **Outreach Building**

If safe to do so, the Head and Assistant Head will check the outreach building including all rooms and bathrooms to ensure all staff and parents and children have been evacuated. Evacuation will be via the nearest fire exit and the meeting point is the driveway towards Romilly Road. Parents/carers taking part in activities will collect their children from the crèche and exit the building from the crèche area. If their activity is taking place in the lower school hall, or at a distance from the crèche, parents and carers will collect their children at the meeting point towards the Romilly Road entrance.

## **Extended Day Alarms**

If the alarm occurs during extended day provision, staff will evacuate through the nearest fire exit and gather in the driveway towards Romilly Road. The Lead Practitioner will check the rooms and bathroom before exiting the building. The Lead Practitioner will take the register out to the meeting point, conduct a head count and then check the register against the children present.