

Meppershall Pre-school

FIRE & EMERGENCY EVACUATION PROCEDURES

On discovering a fire.....

- Blow the whistle loudly.
- Fire Marshal delegates actions to be taken - check toilets and all areas; collect keys, phone, register, medication, visitors book plus the evacuation bag containing the first aid kit and emergency contact details.
- Staff immediately evacuate all children and adults calmly from building and outside area by the nearest, safest fire exit - **close doors behind you and do not stop to collect belongings.**
- Call 999, giving the nature of the emergency and full address of the setting including postcode.
- Congregate at the fire assembly point which is 'next to the park'.
- The Fire Marshal then checks that all children and adults are present using the register/signing in book.
- Once all the children are safe, a member of staff should go to meet the fire brigade.
- **Under no circumstances should anyone re-enter the building until the fire officer has checked it.**
- If the building cannot be re-entered, parents must be phoned to collect children immediately from the designated place of safety 'Meppershall Village Store'.

Other Emergency Evacuation e.g. gas leak.....

- Immediately take all the children to the designated place of safety 'Meppershall Village Store'.
- The senior staff member present will take the phone, register, medication, visitors book, plus the evacuation bag containing the first aid kit and emergency contact details.
- The parents will then be notified to collect their children.