

## **FIRE SAFETY & EMERGENCY EVACUATION POLICY**

### **Aims**

The management committee of Dilton Marsh Pre-school believes that children's safety is of paramount importance. We ensure that our premises present no risk of fire by ensuring the highest possible standard of fire precautions. Staff are familiar with the current legal requirements. Where necessary, we seek the advice of a competent person, such as a Fire Officer or a Fire Safety Consultant.

The basis of fire safety is risk assessment. These are carried out on a daily basis by the Health and Safety Officer. She is competent to carry out these duties and has received appropriate training.

Fire doors are clearly marked, never obstructed and easily opened from the inside.

Smoke detectors and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.

### **Emergency Evacuation procedure**

Our emergency evacuation procedures are regularly practised, are explained to all new members of staff, volunteers and parents. Records are kept of all fire drills/evacuations and of the servicing of fire safety equipment.

- Children are introduced to the sound of the fire alarm through regular fire drills
- Children, staff and parents are introduced to the emergency exits through regular fire drills
- In case of an emergency, the senior member of staff inside the building will ring the fire/emergency bell to call all children in the pre-school rooms together to line up immediately, count heads and lead them through the nearest emergency exit to the assembly point in the car park at the front of the building, taking the register, visitors' book and emergency contact details with her. Any children in the toilets will be called back immediately, and led out to the assembly point with the other children.
- If there are children in the outside area, the member(s) of staff with them will call all these children to line up immediately, count heads and lead them to the assembly point.
- Under no circumstances should anyone return to a burning or dangerous building to search for anyone unaccounted for. The emergency services should be informed immediately if they need to search for anyone.
- The normal evacuation time during practice is approximately 2 minutes.
- In the event of a real fire, the senior member of staff will call the emergency services, while the register is being taken. The priority is to evacuate everyone safely and to keep children calm.
- In the event of a real emergency, parents will be called as soon as possible to collect their children, using the contact list brought out with the register.
- At all times, staff will follow the advice of the emergency services.

*This policy was adopted at a meeting of the pre-school held on (date).....*

*Signed on behalf of the pre-school.....*