



FIRE & EMERGENCY EVACUATION PROCEDURES

On discovering a fire.....

- Blow the whistle loudly OR sound the fire alarm.
- Fire Marshal delegate's actions to be taken - check toilets and all areas; collect keys, phone, registers, medication, visitor's 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 all doors behind you and do not stop to collect belongings or re-enter the building under any circumstances.**
- Call 999, giving the nature of the emergency and full address of the setting including postcode which is SG17 5AB
- Congregate at the fire assembly point which is on the grassed area at the front of the building behind grass hill area (directly opposite Pre-School main entrance) – signposted.
- The Fire Marshal then checks that all children and adults are present using the staff and child registers and visitors signing in book.
- Once all the children and adults 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 Church of England Academy'.

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

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