



# Strawberry Hill Pre-School

## Fire Evacuation Procedure Policy

The safety of children and adults is paramount. Our main priority is to prevent a fire from occurring in the setting. If a fire starts, the priority is to get everyone out safely and call 999.

### **Preparing children:**

All children attending our setting will regularly practise a fire evacuation as part of their learning and development. This is to ensure they feel confident and happy participating in the practice and should a real fire occur, not be panicked by the situation.

At the first sign of fire we will stop what we are doing and children will be escorted or carried to the escape route A (front door), B (side door) or C (back side door) (see plan) and leave the premises as quickly as possible to assemble in a safe area (this is either at the front of the premises or in the shared communal garden).

There is a bag for outings & emergencies by the exit door (fire exit A) which contains each child's personal contact details, a first aid kit, mobile phone and attendance register.

We will wait with the children a safe distance from the premises, until the fire brigade tell us it is safe to return.

We will contact the parents to inform them of the current situation and request collection of children if required.

### **Fire Prevention**

We conduct regular risk assessments to ensure potential risks are identified and removed.

We have 3 smoke alarms, one on each floor. These are checked, cleaned (weekly) and batteries are replaced when necessary. We have a fire blanket mounted in the kitchen.

We are a non smoking premises and all matches are out of reach.

The fire exits are the front door or back kitchen door/window. If these are both inaccessible there is access from the playroom window. (See emergency plan)

The stairs and doors are never obstructed.

We have undertaken fire awareness and fire warden training that meets the fire authority's regulations.

We will regularly practice a fire evacuation procedure every 6-8 weeks, with the children.

We will record this in the fire log, with any issues that may have been highlighted from the practice.

The fire evacuation book will record:

- a) Date and time of practice
- b) Children present
- c) How long it took
- d) Whether there were any problems that delayed evacuation
- e) Any further action to improve the procedure

We will incorporate health and safety procedures into play activities to ensure children gain an understanding of being safe.

We will keep a reminder of what to do on the fridge door or notice board.

We will discuss fire safety with children on a regular basis and use stories and visits to reinforce how they can keep themselves safe.

Websites we use to keep ourselves up-to-date are:

[www.nationalschoolsafesafetyday.com](http://www.nationalschoolsafesafetyday.com) - fire safety – free resource pack

[www.london-fire.gov.uk/](http://www.london-fire.gov.uk/)

[www.firekills.direct.gov.uk/index](http://www.firekills.direct.gov.uk/index)

[www.staywise.co.uk/activities/](http://www.staywise.co.uk/activities/)

Fire Marshalls are Rowena Brimacombe and Neil Constantine

Written in September 2011

Reviewed in September 2012, 2013 and 2014

Next review September 2015

All staff members to sign this policy to show that they have read, understood and agree with it.

Staff Name \_\_\_\_\_ Staff Signature\_\_\_\_\_

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