

Stower Vale Pre-School

FIRE PREVENTION AND FIRE PRECAUTIONS POLICY

All employees are responsible for preventing any possible cause of fire and for knowing what action to take in the event of a fire breaking out.

Fire escapes will be clearly marked and evacuation procedures will be clearly displayed in appropriate parts of the building.

Suitable fire-fighting equipment will be stored in strategic areas of the building and regularly maintained. All staff will undergo training on how to safely use equipment.

All students and trainees will be made aware of the setting's fire safety regulations the first time they visit the setting.

In the event of a fire, all staff will be expected to assist with the prompt evacuation of all the children.

Fire drills are carried out half termly in accordance with the regulations.

In the event of having to evacuate the building and premises we will escort the children into the primary school, the children will be kept safe and secure in a suitable room and the parents and carers will be notified.

If the primary school is evacuated then we will follow the schools emergency procedures and assemble in the netball court on the playing field.

FIRE PROCEDURE

In the event of a fire alarm sounding or any person shouting 'FIRE', the play leader will phone 999 from the nearest phone.

The following information must be given:

1. Ask for the Fire Service
2. Give address:

Stower Vale Pre-School

Woodville

Gillingham

SP8 5LX

3. Give telephone number: 01747 839942
4. Tell the operator if there are children or staff in the building and answer any further questions.

While the above is happening, the other staff will be evacuating the building with all the children.

Each member of staff will:

- Calmly lead the children from the building via the nearest exit to the assembly point. Do not stop for coats and shoes.
- Play leader should check all cupboards then close the room door behind
- The Play leader will conduct a roll call of all children from the daily register at the assembly point

When safe to do so, the duty manager will immediately inform

1. The parents/carers
2. Ofsted Early Years, Piccadilly Gate, Store Street, Manchester, M1 2WD

ULTIMATE PLACE OF SAFETY: Assembly point: Wall by the entrance gates.



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