

## 43 Fire Evacuation Procedure - at a glance

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- After discovering a fire - raise the alarm. Sound the fire bell at the break point in the fount hall and use seven short sharp whistles in the playground or the woodland area.
- Dial 999 and report the fire to the emergency services - do not hang up until the fire service confirms our address.
- Staff should take the register from the room and lead the children out in an orderly manner exiting out the main front door or rear fire exit.
- Staff, children and visitors should assemble at the main entrance lay-by just inside the main gates this is the Fire Assemble Point.
- The leader or deputy leader in charge should check all areas are evacuated including toilets, kitchen and store.
- The leader or deputy leader in charge should carry out a roll call at the Fire Assemble Point and insure all of the children have been accounted for.
- The leader or deputy leader in charge will account for all staff, children and any other visitors who may have been in the building.
- DO NOT attempt to put out any fire, stay out of the building until the fire service arrives.
- If it has been a false alarm and it is safe to return to the building then do so. However if it is unsafe children can wait at the Fire Assemble Point whilst parents are contacted and then to await collection by their parents/guardians.
- If it is unsafe to remain at the Fire Assemble Point the nearest safe meeting point is in the elm church car park, the children will be walked in an orderly manner to await collection there.
- Please also see emergency policy.

**A full policy on fire evacuation procedures is available separately. See the policy file in hallway, or in the office.**