

# Glaisdale Playgroup

## Fire and Evacuation Procedure.

1. On hearing the smoke alarm or a whistle (if fire or smoke discovered before alarm sounds) all children and adults will stop what they are doing and assemble to leave the building by the nearest safe fire exit, these are marked by green signs with a running person or the word EXIT. These are the main door and the back corner door (Fire Escape). The magnetic fasteners for the door are disarmed in case of a fire.
2. The leader of the session will pick up the register and mobile phone and escort parents and children from the building.
3. The deputy will check both sets of toilets, the store cupboard and the cloakroom for any one left inside. She will close all fire doors on her way through the building.
4. If any person is in an area and their exit is blocked they will leave using a window and assemble with everyone else as soon as they escape. If the exit from the playground is blocked staff will gather all children and make their way to the perimeter wall and use their discretion as to further action required. ie. climb the wall or await rescue.
5. Once outside the building we will assemble on the grass path beyond the school perimeter, to take the register and make sure all are present.
6. The members of staff in the outdoor area will gather the children together and assemble with everyone else in above area.
7. Staff inside the main school building will be notified (if we at playgroup discover a fire in our building) and they will decide if they need to evacuate. The fire alarm is linked with school and therefore both buildings are alerted if the smoke alarms detect a fire in either building.
8. Staff will check that all children and adults are present and unharmed. Reassure all to calm the situation.
9. A telephone call will be made to 999 and all will proceed to a safe place (off the driveway) to await the fire brigade.
10. An ambulance will be requested if there has been any smoke inhalation.
11. Phone calls will be made to all parents not present to arrange collection of their child/ren from a specified location (so as not to cause obstruction for the fire brigade.) We will make our way to the bottom of the drive and then further away until all children have been collected.

Signed by..... H. Purtill

on behalf of the committee on ...10/7/2017