

## Fire/Evacuation Procedure

On discovering a fire, suspecting a fire or the need to evacuate;

1. Ring the fire bell to alert others.
  2. Upon hearing the bell all staff to lead children out through nearest labelled fire exit. This is not necessarily the same exit as the rest of the children, and must be the nearest exit.
  3. Fire Marshal/s to get the register, visitors book, emergency contact numbers, mobile phone and gate key.
  4. Person in charge sounds the air horn to alert others in the building. The person in charge checks the cloakroom and toilets and all other rooms to ensure areas are empty. Close all doors if it is safe to do so.
  5. All staff to help children line up and stay calm. Then lead to a safe area of the car park to be counted.\*  
All staff need to be aware of security in the car park e.g. open gates.
  6. A fire marshal will collect the Register, keys and mobile phone .
  7. Register to be taken by a fire marshal, children and adults counted.
  8. Ring fire brigade ASAP 999
- \* If car park is not safe adults should lead the children across the zebra crossing to the Church grounds.
- All staff have a responsibility to know where the nearest fire exit is and use it.