



02 Fire safety procedures – Fire Evacuation Plan

- The business manager has reviewed the fire safety procedure specific to our Preschool building.

Fire Evacuation Plan

1) Primary Actions

On finding a fire, sound the fire alarm at the nearest fire alarm call point.

On hearing the fire alarm, the building will be evacuated without delay.

On hearing the fire alarm, staff and others will leave the building by the nearest exit and proceed to the designated assembly point.

On hearing the fire alarm, the Business Manager or the Setting Manager will call the Fire and Rescue Service.

2) Assembly Point

There is one assembly point for the preschool.

The School Field along the front of the woodland trail. All preschool staff, visitors and children attend this assembly point.

3) Evacuation Management

Evacuation Manager: The business manager will assume the duties of this role which include:

Overseeing the evacuation and checking that all is operational in accordance with the predetermined plan.

Be available to liaise with the Fire and Rescue Service as necessary.

Roll Call Manager: The setting manager will be responsible for ensuring the roll call is undertaken and passing relevant information to the Evacuation Manager.

The Business Manager / Setting Manager: will meet the Fire and Rescue service on their arrival and provide details of the fire and any persons unaccounted for. They will remain available to liaise with the Fire and Rescue service as necessary and inform them of any updated information relating to unaccounted persons.



The Preschool Practitioners: will be responsible for general fire marshal duties as follows:

- Encouraging everyone in their area to leave the building promptly.
- Closing doors and windows on leaving (if safe to do so).
- Reporting findings to the business manager / setting manager.
- Remain available at the assembly point to assist as necessary.

4) Visitors, Contractors and Special Needs

Unaccompanied visitors and contractors will be informed what sound the fire alarm makes, the location of the assembly point, and shown the emergency exits. They will be required to attend the assembly point on operation of the fire alarm.

Children who may need assistance during evacuation or require special arrangements will be supported by their key worker/co-key worker.

5) Fire Fighting Arrangements

For the vast majority of staff the basic level of training will be suitable in providing an appropriate level of competence to reactively use fire extinguishers. This should include the fire safety induction course as part of induction and being advised how to assess a situation is safe enough to use an extinguisher and when it is not safe.

Generally with the exception of reactive fire fighting to secure means of escape, the priority is given to evacuation.

Staff who have been suitably trained may attempt to extinguish a small fire but only if safe to do so.

When staff use fire extinguishers, they MUST follow the advice below:

They will:

- Only tackle small fires
- Ensure they are always located between the fire and the exit
- Be supported by another person where possible.
- Leave the building if the first extinguisher has little or no effect on the fire.

They will NOT:

Enter smoky atmospheres or where it's obviously a rapidly developing fire, or the fire is already well established.

Commence or continue extinguishing a fire if visibility is poor or deteriorating.

Remain in the building if they feel unwell or the products of combustion are affecting their breathing.

When using extinguishers to tackle a fire the underlying principle will always be to ensure personal safety and not to over commit to extinguishing the fire.

6) First Aid Arrangements

An outside first aid kit is available in the preschool shed and a first aider will be available to assist as necessary. Full first aid kits are available at the school. The first aider will be responsible for instigating requests for an ambulance or further medical assistance as necessary.