

ROSEMARY NURSERY SCHOOL AND CHILDREN'S CENTRE

FIRE EMERGENCY AND EVACUATION PROCEDURE

1. The FIRE ALARM is a continuously sounding alarm.
2. Outer classroom doors must be unlocked by 0800 each morning and remain unobstructed at all times.
3. The padlock in the garden gate will be unlocked by the assistant caretaker every morning.
4. All Fire Exits to remain unobstructed at all times.
5. The Head Teacher or senior member of staff will contact the emergency services.
6. The MUSTER POINT: the large grassed area in front of Langton House.
7. Personal Emergency Evacuation Plans (PEEPs) will detail delegated responsibility for ensuring evacuation for children with special needs.
8. In all other cases each member of staff will be responsible for taking children in his or her group through the nearest safe exit to the Muster Point.
9. In the event of a bomb scare the Head or senior member of staff will ensure that everyone present is as far away from the buildings as possible.
10. The Administrator will be responsible for the EY2 register and will take them on evacuation. EY1 staff will take the EY1 register.
11. The Visitors Book will be taken to the Muster Point by the school administrator.
12. Roll Call for all on site will be held at Muster Point.
13. When there are no Admin Staff on site the Head or senior member of staff will be responsible for taking the items mentioned in 10 and 11.
14. The Head Teacher or senior member of staff is responsible for ensuring all parts of the building have been evacuated and for liaising with the emergency services.
15. NO ONE is to re enter the building until permission to do so is given by the emergency services and the Head Teacher, or by the senior member of staff in the absence of the Head.

16. All evacuations (real and practice) should be reported to *Governors* by the Head Teacher as per the School Critical Incident Response & Recovery Plan.

FIRE PROCEDURES

On discovering a fire

- Shout 'FIRE'
- Stay calm
- Move quickly but do not run
- **Activate nearest Fire Alarm**
- Call **999**
- Follow steps below



On hearing the fire alarm

- Room Leader collect Group Register where applicable
- Reassure children and everyone present
- Explain that everyone is going outside
- Exit through nearest external door to the garden at the back of the building.
- Await the instruction from your Group Leader to proceed out of the gate and to the Muster Point.
- Proceed to the **MUSTER POINT**: The large grassed area in front of Langton House.