



POLICY : **Fire Evacuation Procedure**

Links:

Regulations; HS4, HS5, HS7, HS8, PF3  
Reg 46

Rationale & Objectives:

To ensure the safety of children and our team in the event of a fire and that they know how to respond in an emergency.

Records are kept.

Procedures:

Emergency drills:

- Drills are part of the centre programme, which are done every 3 months.
- Children and our team are taught what to do if a fire occurs.

If you discover a fire;

- Operate the nearest fire alarm box and telephone the Fire Service 111.
- When you hear the fire alarm; Children, team members and parents, visitors to stop what they are doing and evacuate.
- Leave the building by the designated exits.
- Assemble at outside area of Kindergarten
- Inside team members to check all rooms and to collect the attendance register and phone.
- Roll check will be taken
- Parents will be informed

Philosophy: *'trusting relationships'*

Policy Developed: June 2017

Reviewed: July 2018, June 2019, August 2020, Sept 2021, Dec 2022