

Fire Safety & Emergency Evacuation

Policy

Trull Saplings Preschool ensures our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The Supervisor and our staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as a Fire Officer or Fire Safety Consultant. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills.

In the event of a major emergency such as fire, arrangements have been made so that the children and staff will go to a safe location.

Preschool staff will contact parents or emergency contacts to collect the children from a safe location.

Safe Locations:

- Next to the telegraph pole at the Trull Parish Notice Board
- In the playground of Trull Church of England VA Primary School (if major fire)

We hope we never have to put the major incident plan in force, but we feel you should be reassured that the safety of your child is our first priority

Procedures

Fire Safety Risk Assessment

- We ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.

Fire Safety Precautions

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- We have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- We ensure sockets are covered. Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly, at least once every six weeks.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency Evacuation Procedure

1. The Supervisor/Deputy Supervisor rings bell – this is to signal to stop and listen.
2. Staff will give clear instructions to the children to line up in pairs by the evacuation exit.
3. One member of staff leads the children out, while another member of staff counts the children. The Supervisor/Deputy Supervisor will be informed of the number of children.

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4. The Supervisor/Deputy Supervisor will check hall, toilets and outside area.
5. The Supervisor/Deputy Supervisor will then obtain register folder, visitor book, phone, keys, inhalers/medication with medication record book where necessary. The Supervisor/Deputy Supervisor follows the end of the children's line.
6. Any additional staff/volunteers will be placed every 6th pair of children.
7. The staff will lead the chain of children to the **Assembly Point** which is the **telegraph pole next to the Trull Parish Notice Board**. At this point a member of staff will take the register.
8. The Supervisor/Deputy Supervisor will **call the Fire Brigade on 999**.
9. Give this address: **Trull Church Community Centre, Church Road, Trull, Taunton, TA3 7JZ** and contact telephone number they are using
10. Wait for fire brigade - **DO NOT RE - ENTER THE BUILDING**
11. The Supervisor/Deputy Supervisor will inform the Trull Church Community Centre Administrator that the register has been taken and all children and adults are accounted for/there are missing people.
12. On the arrival of the Fire Brigade, the Trull Church Community Centre Administrator will inform the Officer in charge that the Pre-School children and adults are accounted for/there are missing people.
13. The Supervisor/Deputy Supervisor will ring parents to collect the children (in the case of a real emergency)

Fire Drills

We hold fire drills half termly and record the following information about each fire drill in the Fire Safety Log Book:

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to evacuate.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.