

Woodland Grange Pre-School

Fire/Emergency Procedure

- If a Fire breaks out in the Pre School, Press the alarm.
- On hearing the Fire alarm, originating from the Pre-School or elsewhere in the school. The Most Senior member of staff will assemble the children with the help of the other staff.
- The second most senior member of staff will gather the sign in and absence sheets from the door and the mobile phone.
- The person in charge will lead the children and staff out of the main entrance. If the fire is at the main entrance, exit from the garden door. The second most senior member of staff will be at the back of the line.
- Staff and children walk round to the assembly point – the field with the rest of the school.
- Once outside the most senior member of staff will take the register to ensure all children are accounted for.
- If it is during the holidays the most senior member of staff must contact The Head teacher.
- Parents must not remove their child from the Pre School in an emergency situation without the knowledge of the Pre School staff.
- All staff and children will remain at the assembly point until the building has been declared safe by either the fire Brigade or the Health and safety officer.

Last Reviewed: September 2015