**Emergency Evacuation Procedure**

**(including Fire Safety Policy)**

**If a fire is discovered in the setting, sound the alarm by breaking the glass. Otherwise a loud bell or a loud whistle will sound the alarm.**

* Do not stop to collect any belongings, change, or put on shoes or coats.
* Gather the children together by the safest fire exit. This will normally be by the double doors leading to the outdoor area. The staff who are outside should gather the phone box,and the register (signing in/out sheet).
* In the event that ALL staff and children are outside, the nearest staff member will collect the phone box and signing in/out sheet from the outside shelf. They should communicate this to the rest of the staff.
* The fire warden will enter the building to make the final checks, and to get the signing in sheet if still inside and setting keys. If warden is absent, the lead person should conduct the final checks.

Other staff will take children to the Fire Assembly Point. A verbal PEEP (Personal Evacuation Plan) will be implemented for children/adults that have been identified as needing one.

* The Fire warden staff member should be the last person to complete a final check before exiting the building or the lead person will nominate a responsible person in the absence of the fire warden. They should ensure that all windows and doors are closed. Do not attempt to tackle the fire.

The remaining members of staff and adults are to user the children out to the assembly point.

* The children will be taken out to the “Fire Assembly Point” through the garden gate and out on to the grass by the graves.
* A head count is to take place immediately, to ensure it tallies with the number in the setting at that time.
* The register is then taken and all members of staff/visitors accounted for.
* A member of staff will contact the emergency services using a mobile phone.
* Await permission to return to the building from the fire brigade.
* If it is unsafe to return to the setting get advice from the fire brigade to arrange a safe pick up point.
* Use a mobile phone to inform all parent/carers of the situation and the need to pick their children up from the arranged safe point.
* Continue to reassure children until all are picked up.
* Contact all parent/carers by the end of the day to inform them of when it is proposed that the setting will reopen.

The Deputy Manager (in the absence of the deputy manager, a staff member) telephones the Fire services, stating:

1. Name, address, phone number of setting
2. Type of fire, if it is known.
3. If anyone is trapped or hurt or missing.

When the fire service arrive, they need to be informed of :

1. Last known location of missing person (if applicable)
2. Last known location of fire.

Fire drills will take place every term at different times. The purpose of the drill is to familiarise the children with the procedure and the noise of the alarm.

Staff will be made aware of the fire procedures and apparatus at their induction. There are currently three fire exits. These should be kept clear of obstacles at all times. Fire extinguishers/fire doors/exits/ smoke alarms/alarm points/alarm warning bell will be monitored and serviced by responsibility of the landlord (church). These will be checked regularly by the landlord to ensure they meet current regulations.

Staff will be advised on fire safety at sticky fish during their induction.

There is a clearly labelled file (FIRE SAFETY) in the filing cabinet to record all drills on evacuation where fire drills should be recorded and evaluated on each occasion in order for us to judge their efficacy. Each recording should be photocopied and handed to Rachel ( for the church fire officer). Fire wardens should complete the Fire safety log every month.

**FIRE PREVENTION**

* Entrances, exits, and corridors to remain clear and accessible at all times.
* There is a no smoking/vaping policy in place.
* Maintenance of high standards of housekeeping to be in place. Flammable materials to be kept away from ignition sources.N.B this includes dust.Staff to undergo fire safety training where necessary and appropriate.
* Plug points to not be overloaded.
* All electrical equipment will be PAT tested by an approved electrician contacted by the church.
* We will have appropriate fire detection in working order, such as smoke alarms, fire alarms. These will be maintained and tested through the church procedures.
* We will have appropriate fire precautions in place e.g. fire extinguishers and fire blankets.
* We will have suitable fire exit doors which lead to a final and safe place.
* We will have appropriate fire exit signs.
* We will identify a safe fire evacuation route, and an alternative if possible.

Date agreed: October 2023 Review date: Nov 2024 Signed: Liz Tomlinson Position: Manager