



Allsorts Emergency Evacuation and Fire Safety Procedure

Purpose

This procedure outlines the steps taken during an emergency evacuation or fire drill.

Procedure

Allsorts maintains a high level of readiness for emergency evacuation.

- Fire drills are practised at each setting at least once a term at various days and times to cover the maximum number of different children.
- Fire drills are also explained periodically to the children to let them know what happens and why.
- When a fire alarm sounds the Room Manager announces calmly for the children to put down their toys and line up at the door. Staff calmly bring all children to the door. The Room Manager collects the phone, the register, visitor's book and contact details for all children.
- In the baby room at Brackenbury the evacuation trolley will be used to quickly and comfortably evacuate.
- The staff lead the children out of the allocated exit.
- The Room Manager - or staff member allocated by the Room Manager - checks all areas including toilets, closes fire doors and windows and joins the rest of the children and staff in the allocated area.
- The register is then taken to ensure all persons are accounted for.
- Further instruction will then be taken from main school (St Augustine's) or WOEC staff (WOEC) or senior staff at Brackenbury.

Following a fire drill a record is kept of the event and the children who took part. This is stored in the fire risk folder.

- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire-fighting appliances conform to required standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are displayed in the premises, explained to adults attending sessions, students, etc and form part of the induction procedure for new staff.
- We operate a no smoking policy.
- Contact details are kept up to date to enable easy contact of parents in the event of an emergency.