

Fire Drill and emergency Evacuation procedure

Fire alarm to be rung by the first adult noticing fire

On hearing the alarm

Collect all children taking them out of the nearest and safest exit to a safe / allocated area, at the bottom of Telford Playschool path or the back of Junior school field. You may use the windows as an exit if it is safe to do so. Please form a chain to lift children through.

On route out collect register, mobile phone and list of family's numbers if safe to do so

Close all doors and windows if safe to do so.

Please assure that children, staff and visitors' safety is paramount. Please ensure that you leave the building as quickly and calmly as possible.

Student, families and visitors

Please leave Playschool with a member of staff and follow to Playschool the safe meeting point.

Early Years practitioner

Call the register checking all staff, children, families and visitors are present

Manager/Deputy Manager

At the earliest opportunity call the fire brigade. liaise with Telford Infant school.

An action plan will be made to ensure all children are kept safe depending on location of fire. Telford Infant school may be used to keep safe or the local sweet shop across the road.

All families will be called and children will be collected.



(If the fire alarm is sounded to practice this procedure, the Manager and Head of Telford school will be aware and will call when all children, adults, visitors and families have been accounted for. This will then be logged).

Procedure and training.

Induction for all new Early year's practitioners and students.

All visitors should be made aware of fire exits and follow a member of staff if the alarm is raised.

Please familiarise yourself with all fire exits, location of fire extinguishers and fire alarm bells. Your Manager or Deputy Manager will complete a show round to locate items.

Never attempt to put out a fire, however you may use the extinguishers to reach a child who is the other side of the fire.

Fire extinguishers are safety checked by Warwickshire Fire brigade.

If you see a fire, please sound the alarm by smashing the clear plastic in the red box.

Please shout Fire as you do this so that your colleagues are aware and can collect children as soon as possible.

If the alarm is raised with children inside and outside, take all children through the back garden if safe to do so.

If the alarm is raised and children are in the building please exit if safe to do so through the front door making your way to the bottom of the path.

If you are in the garden, please do not enter the building to join the group. Please make your way to the Junior fields, wait for communication with the school head or Playschool Manager/Deputy Manager. If no communication please make a chain into a resident's garden to ensure you and the children stay safe. Your Manager/Deputy Manager will locate you when it is safe to do so.

Do not panic, follow the procedure and keep calm so not to worry the children.



