



Fire Procedure

In the event of a fire, the following procedure will be followed:

Our Fire Meeting point is the Green Shed in Cranbrook School's Sports Field

1. The person who finds the fire will blow the whistle indoors and outdoors to alert the other practitioners and children to the fire.
2. The adults who are in the garden will supervise these children and instruct them to stand in a line by the back gate, ready to be taken out through the gate into the car park and walked to the fire meeting point
3. The adults indoors will supervise the children and ask them to line up at the fire exit doors; once they have checked all the children are present, they will lead them to the fire meeting point.
4. The supervisor will (and if outside, they will swap with another member of staff) collect the telephone, mobile telephone with Family App and gate key and check the toilets and all areas indoors/outdoors to ensure no children are unaccounted for.
5. Once she is happy that all the children and adults are accounted for, she will join the rest of the pre-school at the fire meeting point and telephone 999 to report the fire. She will then call Cranbrook School to request access to the Cricket Pavillion. The children will be kept in the field or Pavillion until parents can collect, using the car park in the field for parking
6. In the afternoons, children either play indoors or outdoors as a whole group with a minimum of two members of staff supervising them. In the event of a fire, the two adults will supervise the children, with the Supervisor following her normal role.
7. In the event of the Supervisor being absent, this role is carried out by the Deputy Supervisor or the nominated person in charge.