EMERGENCY EVACUATION AND FIRE PRACTICE PROCEDURES

- Evacuation Fire practices take place during 3rd or 4th week of the term on several different days so that all Staff and children take part at least once during the week.
- **The whistle is only ever used for this purpose.**
- **Any visiting parents are responsible for the safe exit of their own children.**
- Fire Practices will be observed, timed and recorded on the designated record sheets, usually by a member of the Parent Support Group.

The most likely seat of a fire would be in the kitchen.

**Blue Group and Afternoon Workshop (Moss Hall)**

**Long, loud whistle.**
- Children leave their activities immediately and line up at the main entrance/exit. These children are always in the one room. (The Afternoon children are always escorted to the toilets).
- They are led out to the front, grassed play area by a Staff member who collects the Register & Visitors’ book from the Reception table and, staying in line, they are counted/checked against the Register.
- One of the other staff checks the store. The staff ‘sweep’ all the children towards the exit.
- The Manager alerts the other group, check the toilets & dials (999), closes the doors then checks with the other staff that all the children, visitors and staff are accounted for.

**Red Group (Rooms 1, 2 & 3)**

**Long, loud whistle.**
- The children leave their activities immediately and line up at the exit doors of the **Main Room** (Room 1).
- They are led out to the front, grassed play area by a Staff member who collects the emergency bag (containing the two Register books) from hook by the exit door and, staying in line, they are counted/checked against the Registers.
- The **Art Room** (Room 2) staff ushers the children out, closes the door and follows the children out of the Main Room.
- The **Quiet Room** (Room 3) staff ushes the children out and closes the door, following the children out of the Main Room.
- If there is an activity in the **Entrance Hall**, children will be ushered out of the Front Door.
- The Manager is responsible for checking the kitchen and store making sure that they take the visitors book and phone. They dial 999.
- The Manager closes the doors and checks with the other staff that all the children, visitors and staff are accounted for.
- In the event of a kitchen fire, any staff in the store would exit through the Blues end of the store room.

**Outside areas**

- Children exit the Garden area through the security gate and join own group in lining up on the front, grassed area.
- Staff member is responsible for checking entire outside area starting with the store shed
- Security gate should be left OPEN for easy access/egress.

There are fire extinguishers/appliances in the kitchen, the main Entrance Hall, the Moss Hall, the side of the stage passage to the store room and 2 in the rear entrance passageway. These are checked regularly by the appropriate organisation/firm appointed by the Methodist Church.

**N.B.** In an emergency requiring evacuation, arrangements are in place for children to be accommodated at The Orchard Infant School (0208 979 2945) or St. Lawrence Junior School (0208 941 0846) until collection.

//[]Note: Fire Safety Policy

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