

## **EMERGENCY EVACUATION AND FIRE PRACTICE PROCEDURES**

- Evacuation Fire practices take place during 3<sup>rd</sup> or 4<sup>th</sup> 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**

#### **Long, loud whistle.**

- 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*

*November 2018*