

Meppershall Pre-school

FIRE & EMERGENCY EVACUATION PROCEDURES

On discovering a fire.....

- Sound fire alarm immediately.
- Fire Marshall delegates actions to be taken - check toilets and all areas; collect keys, phone-containing emergency contact details for children and staff, register-which is recorded on the orange tablet, medication, visitors book plus the evacuation bag containing the first aid kit.
- Staff immediately evacuate all children and adults calmly from building calmly and safely- the children will be counted in a timely manner. The manager or deputy will do a final sweep of the preschool, and everyone will exit through the nearest fire exit and the rear or front of the building.
- Staff and children will be congregate at the fire assembly point 'on the grass verge opposite the village hall'
- The Fire Marshall then checks that all children and adults are present using the register that is taken on the orange tablet.
- A member or staff will call the fire brigade (999) the staff member will provide the full preschool address to the operator '*Meppershall Pre School, Walnut Tree Way, Meppershall, Bedfordshire SG17 5AB*'
- Under no circumstances should anyone re-enter the building until the fire officer has checked it.
- If the building cannot be re-entered the children will be safety escorted to 'Meppershall church of England Academy'
- Once children and staff have arrived at Meppershall church of England Academy parents will be called to collect their children.

Other Emergency Evacuation e.g. gas leak.....

- In the event of another emergency leading to the evacuation of the preschool the manager or deputy will alert all staff by saying 'evacuation'
- The children will be evacuated follow the fire evacuation procedure.
- Staff immediately evacuate all children and adults calmly from building calmly and safely- the children will be counted in a timely manner. The manager or deputy will do a final sweep of the preschool, and everyone will exit through the nearest fire exit and the rear or front of the building.
- Staff and children will be congregate at the fire assembly point 'on the grass verge opposite the village hall'
- The manager or deputy will then check that all children and staff are present using the register, located on the orange tablet.
- The emergency services will be called.



- Under no circumstances will the building be re-entered unless instructed to do so by the emergency services.
- If the building cannot be re-entered the children will be safety escorted to 'Meppershall Church of England academy'
- Then parents will be called to collect their children from 'Meppershall church on England academy'