**Fire Evacuation Policy**

A fire practice will be held termly to ensure that all members of staff know what do in the event of a fire

**Fire Assembly point:** Across the Road

**Fire exit routes:**

• Larger Room:

Exit through normal doors then leave via main green entrance door and cross the road to the Fire Assembly Point

• Smaller Room:

Exit via the cloakroom then through the large wooden doors and cross the road to the Fire Assembly Point.

• Upstairs hall:

If the group is large exit via both sets of staircases and either through the main green entrance or set of doors near church, then cross the road and gather at the Fire Assembly Point.

**On hearing the fire alarm:**

• Stop what you are doing

• Stand still in Line

• Listen

Practitioners in each room will tell the children to line up by the nearest fire exit points and lead them to the Fire Assembly Point. Practitioners must do a head count and reassure any anxious children.

The Manager, or deputy manager, will ensure that no one is left in the large room, small room, toilets, upstairs and kitchen.

The Manager, or deputy manager, will collect the register, visitor’s book and first aid kit. Once outside, the Manager or deputy manager will call the register to confirm that all children, staff and visitors who were marked as being present at the start of the session are present.

The Manager, or deputy manager, will then explain what would happen in the case of a real fire and then return to the building at the end of the practice.

All practices and time should be recorded. In case of real fire, wait until further instructions from the Fire brigades.

**Upon discovering a fire:**

• Call 999 using the site phone

• Location: 1, Cambridge Road, New Malden, Surrey, KT3 3QE

• Proceed to the Fire Assembly point following the ‘upon hearing the fire alarm.’

**Date reviewed**: **May 2021.**

**Next Review Date**: **May 2022**