

Rainbow's End Emergency Evacuation Procedure



- The member of staff who discovers a fire alerts the other staff/visitors and children by pressing a red **FIRE ALARM** button, these are located:
 - at the front door of the hall
 - by the fire door next to the stage
 - in the green room
 - at the end of the corridor by the door to the garden
 - in the blue room (garden)
- At the sound of the fire alarm staff, children and visitors will exit quickly by the nearest safe exit (as directed by staff)
Exits are located:
 - At the front of the hall
 - At the side of the stage (through fire door)
 - Through the gate at the bottom of the corridor
- A member of staff will pick up the register, visitor book, mobile telephone and a first aid kit (including epi-pen).
- Other staff will do a sweep of the building, including green room, toilets and garden (including the office area).
- All children and staff will assemble in a safe area: the neighbours' garden (opposite the side gate at the bottom of the corridor).
- The register will be called.
- The pre-school manager or designated fire officer will contact the fire brigade.
- The staff will escort the children to Ewhurst Infant School where parents will be contacted, and children collected.
- Children will be signed out on the register as they are collected.

The evacuation of children is paramount and must take priority over any attempt to fight the fire.

All staff are responsible for the evacuation and carrying out a register.

The fire officer is responsible for ensuring, as far as reasonably practical and without taking any personal risk, that the building is clear.