**Beaumont Community Preschool & Childcare Groups**

**Fire safety and emergency evacuation**

**Appointed Fire Safety Officer – Nicole Breakwell**

Fire Marshalls are:

**Louise Brenton**

**Nicole Breakwell**

**Chris Whitehead**

**If persons above are unavailable Kate Howard will take the place of Fire Marshall**

**Who call emergency services - Kate Howard and or Nicole Breakwell**

**Assembly point situated by the car park gate**

or if this is not safe the children will be taken to

**Wellington Community Primary School**

**Alexandra Road**

**Aldershot**

**GU11 1QJ**

**01252 326 573**

**Procedures**

***Emergency evacuation procedure***

* Children are made familiar with the sound of the fire alarm through regular fire drill practices.
* Children, staff and parents know where the fire exits are by being shown, through regular fire drill practices and are clearly displayed.
* Children are lined up by the nearest fire exit door/ in Bumbles the children may be placed in an evacuation buggy dependant on number of children.
* Children are led out with one member of staff leading the way and distributed throughout the line with one member of staff at the back.
* One member of staff is allocated to assist any visitors and/or disabled persons to the assembly point
* The last person leaving the each room should if safe to do so, SHUT DOWN/SWITCH OFF ANY DANGEROUS EQUIPMENT AND ENSURES DOORS AND WINDOWS ARE CLOSED.
* Headcounts are made going out, at the assembly point and coming back into the building. We also display the amounts of children present within the rooms at the start of each session on a clearly visible whiteboard.
* The room leaders/senior staff members call the register accounting for any children and adults via the register, signing in book and visitor’s books.
* Fire drill practices are timed to monitor the time it takes to get the children and all within the building out which is recorded in the fire drill log.
* The manager or deputy will call the emergency services, when it is safe to do so away from the building, in the event of a real fire.
* The emergency contact details for parents are taken out by the Fire safety officer – Nicole Breakwell or if not present the deputy manager will carry this out
* Once the fire drill has taken place the Fire Safety Officer, if safe to do so will carry out premises check, in the event of a real fire advise will be followed from the emergency services.

**Evacuation from the rear garden area**

* Staff ensure when using the back rear garden, they take children’s register, first aid box and telephone.
* Staff must not re-enter the building, staff must take children directly to the assembly point.
* Manager/Deputy Manager will take children’s emergency contact numbers.