**The Dawnay Playgroup Emergency Evacuation Procedure**

* On hearing the fire alarm, the children will be asked to stop what they are doing immediately and to stay calm.
* One of the Playgroup leaders will put on the fluorescent tabard which is kept next to the front door and collect the emergency bag which contains all phone numbers.
* All the children will be accompanied to the main emergency exit-the Playgroup's front door. All fire exits are clearly labelled, easily opened and never obstructed.
* One of the Playgroup leaders will check the fire exit can be opened and begin evacuating Playgroup children, visitors and staff while completing an initial head count.
* A supervisor will check the outside area, role play area, toilets and storeroom are all empty, if safe to do so.
* On evacuation the children will be led round to the assembly point which is The Dawnay School field (route as per diagram)
* Once at the assembly point the supervisor will check the children's attendance register and staff and visitor log.
* All the staff will reassure the children and remain with them at all times.
* The Playgroup Leaders will wait for further instructions from The Dawnay School Fire Officer
* When The Dawnay School fire officer informs the Playgroup Leaders it is safe to return to the Playgroup classroom, the Playgroup staff will lead all the children back through the front door and check the children's attendance register and staff and visitor log.
* If The Dawnay School Fire Officer informs the Playgroup Leaders that it is not safe to return to the Playgroup he/she will inform them where the Emergency Collection point is.
* Playgroup staff will walk the children and visitors to the Emergency Collection point.
* A Playgroup Leader or Supervisor will begin to make phone calls to parents to inform them of the situation and where they should collect their children.
* Staff will remain with all the children at the Emergency Collection point until all the children are collected.

These procedures are explained to all new members of staff and volunteers and are practiced once every term in line with The Dawnay School's drill practices.

Fire Officer: Karen Gill

**Fire Safety and emergency evacuation policy**

**Policy Statement**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as the school governor and/or bursar.

**Procedures**

• We have a copy of the Dawnay Emergency plan that applies to the building and adhere to these guidelines.

• Fire doors are clearly marked, never obstructed and easily opened from the outside.

• Alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer

• Our emergency evacuation procedures are as per The School's Emergency Plan and The Dawnay Playgroup Emergency Evacuation Procedure ( copy attached). These are

* Clearly displayed on the premises
* Explained to new members of staff, volunteers and parents; and
* Practised regularly once per term in accordance with school routine.

• Records are kept of fire drills. The servicing records of fire safety equipment is kept by the school.

**Emergency evacuation procedure**

**The evacuation procedure and practice drills include:**

• How children are familiar with the sound of the fire alarm

• How the children, staff and parents know where the fire exits are • How children are Jed from the building to the assembly point

• How they will be accounted for and who by

• How Jong it takes to get the children out safely

• Who calls the emergency services and when in the event of a real fire

• How parents are contacted

**The fire drill record book contains:**

• Date and time of the drill

• How long it took

• Whether there were any problems that delayed evacuation

• Any further action taken to improve the drill procedure

**Legal Framework**

• Regulatory Reform (Fire Safety) Order 2005

**Further Guidance**

• Fire Safety Risk Assessment - Educational Premises (HMG 2006)

This policy was adopted at a meeting of:

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Held on:

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Date to be reviewed:

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Signed on behalf of the management committee:

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Name of signatory:

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Role of signatory (e.g., chairperson):

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