Fire Procedure

- First consideration must be for the safety of the children.
- On spotting a fire raise the alarm, by shaking the tambourine and or shouting “Fire Drill” when practising a fire drill or “Fire” in a real emergency situation.
- Encourage everyone to stop and listen to the instructions that are to follow.
- Help with the evacuation of the children, under the instruction of the manager or deputy.
- Close all doors behind you as you proceed.
- Staff will lead children to the field side (where playground with swings and slide).
- If not safe to congregate down on the field then children will be led to St Peter’s Playground.
- Once at the designated point, check the children against the register, account for all adults.
- In the event of an evacuation where shelter is needed the Pre-School will use the St Peters School Hall or if more distance is required the Barley Mow Public House, Tandridge Lane, Tandridge.
- DO NOT LEAVE THE CHILDREN UNATTENDED AT ANY TIME.
- When the children have been safely evacuated from the building call the fire brigade **999** (using the mobile phone or St Peters School phone in the main office)
- DIAL **999**, ask for FIRE, give the telephone number **07491 143833/ 01883732010** or **01883 712439** (St Peters number) and address **Tandridge Village Hall, Tandridge Lane, Tandridge Near Oxted, Surrey, situated next to St Peter’s School.**
- Fire risk assessment is incorporated in our termly risk assessment. This is carried out by an appointed person from the Management Committee.

ACTION	STAFF MEMBER RESPONSIBLE
Raise the alarm	Whom-ever discovers the fire
Immediate evacuation of the children	All staff under the direction of the Manager/supervisor for the day. Use nearest safe exit to lead children out
Collect the register, confidential details and mobile phone	Manager or supervisor for the day
Check toilets and kitchen	Staff members as directed by the Manager/ supervisor for the day
Close doors	All staff
Call 999	Staff members as directed by the Manager/ supervisor for the day

This procedure has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School:

Date

This procedure will be reviewed: Spring 2027

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: