

## **FIRE EMERGENCY PLAN**

It is a requirement of the Fire Precautions Workplace Regulations (1997) and the Management of Health and Safety at Work Regulations (1999) that there is a written Fire Emergency Plan.

The Fire Emergency Plan is specific to the individual workplace and should detail any pre-planned procedures that are in place for the use in case of fire.

This document is the written Fire Emergency Plan and for Newdigate Pre-School. It must be kept in the workplace and made available to employees and employee representatives (where appointed). This document must be available for inspection if required by the local Fire Brigade. This Fire Emergency Plan must be kept securely with the Fire Logbook.

### **Action upon discovering a fire**

#### **If YOU discover a fire:**

- Sound the alarm by operating the nearest fire alarm call point.
- Attack the fire, if possible, with the fire extinguishers (provided it is safe to do so and you have been trained).
- Proceed with the **EMERGENCY EVACUATION PLAN:**
  - a) Fire whistle rung to get all children and staff onto the playground
  - b) Manager to take emergency bag containing register, first aid kit & contact details
  - c) Assemble everyone near pool wall and take the register
  - d) If evacuation needs to be for a long period of time then proceed to church and settle children with teaching staff
  - e) Manager and Deputy to start telephone cascade to get parents to collect children from church. Sign the children off as they are collected and note by whom in the case of one parent taking several children.
  - f) Let parents know that information will be posted on pre-school website/family for future information
  - g) Manager to telephone chair of committee (details in emergency folder)
  - h) Contact any emergency people necessary for addressing the incident: plumbers, builders etc.
  - i) Log events, phone calls made and advice given.

#### **If you HEAR the FIRE ALARM:**

- Assist with the **FIRE EVACUATION PLAN.**
- Ensure that children leave the pre-school in a calm and orderly manner, using the nearest fire exit.
- Guide children to the Fire Assembly Point in the main school playground.
- When leaving, close all of the doors and windows but **DO NOT** lock them.
- Collect the emergency bag and Ipad to have access to all the contact numbers
- **DO NOT** let children back inside the pre-school for their possessions.

### **Calling for the Fire Brigade:**

- On activation of the fire alarm, the manager will call the Fire Brigade **IMMEDIATELY** on **999**.
- Give the operator the telephone number if required
- Give the address: Newdigate Pre-School, The Bungalow, Newdigate Infant School, Village Street, Newdigate, Surrey, RH5 5DJ.
- Mention that there are young children to be evacuated.
- The operator may ask what type of fire/incident (i.e. fire alarms operating).
- **DO NOT** hang up until the operator has repeated the correct phone number: 01306 632882.
- Evacuate the building and gather in the Fire Assembly Point in the main school playground.

### **Duties of the person in charge:**

- The manager will arrange for the Fire Brigade to be called.
- Ensuring that the Emergency Evacuation Plans are taken out of the pre-school on evacuation.
- Take charge of the evacuation, ensuring that no one is left inside the pre-school.
- Take the register to ensure all children are accounted for.
- Liaise with the Fire Brigade and other emergency services.

### **Fire Fighting Equipment:**

- All members of staff must be aware of the location of all fire extinguishers and how to operate them.
- A list of the location of all fire extinguishers are in the Fire Logbook.

### **Fire Alarm System:**

- All members of staff should be aware of the location of the Fire Alarm call points, the Main Indicator Panel(s) and the type of sounder.
- The sounder in the Pre-schools are whistles and the sounder in the main school are bells.