

## Fire precaution and action

All staff must understand their roles and responsibilities in the event of a fire and comply with all Fire precaution notices displayed in all areas of the setting

Fire doors will be marked as such and are to be kept closed. Under no circumstances should fire doors be wedged open or obstructed at any times

### Emergency fire exits are marked

All emergency Fire Exits will be checked before session begins by Manager or person in charge  
All details for alerting the emergency services are kept by the security monitor system.

### Actions to be taken in the event of a fire

On discovering a fire sound the alarm located by main exit doors play area and main entrance. All members of staff are to inform all children to make their way to the main fire exit door in the play room to evacuate the building in an orderly manner and report to our designated area which is located in front playground next to main front entrance of the school in the little garden area.

No member is allowed to re-enter the building unless advised to do so by the fire brigade  
Manager or designated person is to obtain register which is kept on cupboard by the security monitor in play room by main exit door. All areas of the setting to be checked by a designated person before leaving the setting

**Sound of fire alarm:-** All members of staff are to inform all children to make their way to the main fire exit door in the play room to evacuate the building in an orderly manner and report to our designated area which is located in front playground opposite next to main front entrance of the school in the little garden area. No member is allowed to re-enter the building unless advised to do so by the fire brigade or caretaker/manager or person in charge. (Children with hearing impairments are supported by their key carers who have a red handkerchief in their pockets at all times to indicate to the children the fire alarm is sounding and to begin their fire safety routine)

**Fire Drills:** - Will be carried out on each term unless otherwise been notified by Waterloo Primary School

**Records of Fire – Fire Drills:** - All information to be recorded accurately on a form displayed on notice board in the main foyer area to be recorded by Manager or person in charge.

**Emergency Evacuation:-**arrangements have been accommodated at the Plaza cinema for all safety

Dated: 29/10/2009

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