**Emergency Evacuation and Fire Safety**

**Emergency Evacuation Procedure**

-Upon hearing the alarm or fire whistle, children will be rounded up to form a line, providing it is safe to do so. A head count of children will be taken to ensure no child is missing

-Whilst the children and staff leave calmy the Manager or Deputy shall contact 999 Emergency Services; the manager or deputy will perform a final check on the premises providing it is safe to do so

-Our aim is to evacuate the preschool as quickly as possible in a safe and calm manner

-Staff will lead children to the safe designated assembly point (Basketball court in playing field) followed by the register and head count.

-In the event of an emergency evacuation, parents will be contacted to collect their children as soon as possible, as stated in the parental contract. The Emergency Evacuation folder can be found in the filing cabinet in the office, if this is not safe to collect the Chair Person holds on file Emergency Contact numbers for all parents and staff next of kin.

**Exit Routes**

There are 3 Exit routes from the preschool. The main exit being the front foyer entrance, the second being the main classroom fire doors at the back of the preschool and the third being the front classroom door. All exits will lead onto playing field.

**Fire Safety**

Fire drills are performed half termly to ensure the staff and children are aware of what to do in the event of an emergency.

We have 7 fire extinguishers located in the premises that are readily available for use should we need them.

Fire exits are easily identified and marked clearly. These exits always remain free from obstruction. Smoke detectors and smoke alarms are checked by the company FIRE CREST to ensure they are working.

-Electrical goods are Pat tested yearly to ensure these are safe for use.

-Corrosive goods are stored separately from flammable chemicals

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| This policy was adopted by | St Teath Preschool |  |
| On | June 2021 |  |
| Date to be reviewed | June 2022 |  |
| Signed on behalf of the provider |  |
| Name of signatory |  |
| Role of signatory (e.g. chair, director or owner) | Chair Person  |