



## **Stepping Stones Pre-School** **Fire evacuation Policy**

### **In the event of fire**

In the event of a fire the fire alarm will be raised. The Play Leader will be responsible for the safe and immediate evacuation of the children, staff and visitors from the building.

Checks will be made by an assistant to ensure that all the children, staff and visitors are out of the building.

The register, visitors book, phone and any medical equipment will be taken out by the play leader.

The fire point is on the top school playground.

The Register will be taken a safe distance from the building on the top playground and ensure all children, staff and visitors have been accounted for.

The fire department will be called as soon as is possible.

All parents will be called to collect their children.

Staff will be responsible until an authorised person collects the children.

**THIS POLICY WAS ADOPTED AT A MEETING OF  
THE PRESCHOOL HELD ON (DATE) .....**

**SIGNED ON BEHALF OF THE PRESCHOOL.....**

Reviewed March 2011 vc

