

EMERGENCY EVACUATION OF THE BUILDING

In the event of a fire

1.

A member of staff will raise the alarm immediately and the emergency services will be called at the earliest possible opportunity.

2.

All children will immediately be escorted out of the building and to the assembly point using the nearest marked exit. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

3.

The entire premises will be checked by the Fire Safety Officer and the register will be collected, providing that this does not put anyone at risk. (The Parish Clerk also holds a copy of the register). On exiting the building, the Fire Safety Officer will close all accessible doors and windows to prevent the spread of fire.

4.

The register will be taken and all children and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately. If for any reason the register is not to hand, the Fire Safety Officer will inform the Parish Clerk who will supply the appropriate back up attendance sheet.

5.

If for any reason the designated Fire Safety Officer is absent at the time of an incident, a nominated member of staff will assume responsibility.