



Fire Emergency Evacuation Plan

- On discovering a fire you must press one of the four **CALL POINTS**; these are located next to the front and back exit doors; in the Main Hall and the Small Hall.
- If the **FIRE ALARM** sounds the location of the **CALL POINT** or the Fire location must be established (if it is a false alarm the key/code must be used to reset the panel/call point).
- The **LEAD PRACTITIONER** will instruct a staff member to make an EMERGENCY 999 call for the Fire Service and lead all staff and children, quickly and calmly out of the building via the safest Fire Exit.
- The **SESSION DEPUTY FIRE SAFETY OFFICER** will collect the: Emergency Bag; Gate Key; the Child Register that includes Staff in for the session and confirm that any work mobiles on site are collected. Then leave the building via the safest Fire Exit and report to the LEAD PRACTITIONER.
- The **SESSION FIRE SAFETY OFFICER** will check all areas of the building, including toilets, to confirm all persons have left the building and **unbolt the front door**. They must then leave the building via the safest Fire Exit and report to the LEAD PRACTITIONER.
- The assembly point is at the far end of the small or large garden as appropriate.
- If the safest exit is not the back door, the GATE KEYS are located by the Main Hall front door and the Kitchen exit door and attached to the EMERGENCY BAG; this enables safe access in/out of the garden.
- Children will be lined up against the garden fence on the Footpath if the garden is not accessible.
- If the fire is small and isolated a member of staff may take the appropriate action to extinguish the fire using a fire extinguisher or fire blanket.
- If there is any doubt of personal safety do not delay in exiting the building.
- Once everyone has exited the building the LEAD PRACTITIONER will complete a roll call using the register to ensure all persons are accounted for and inform the Fire Service accordingly.
- All adults and children should wait at the assembly point until the Lead Practitioner/The Fire Service have declared that it is safe to re-enter the building.
- Should there be a long delay Parents/carers will be contacted and children moved to our Primary Safe locations of either Poringland Primary or the Community Centre or the secondary location of Budgen's.

Also see: [Fire Safety Site Plan](#); [Fire Safety Policy](#); [Emergency Evacuation and Closure Procedure](#)

Review Date: 30th April 2026