

THE LAWNS EARLY EXCELLENCE AND CHILDREN'S CENTRE FIRE PROCEDURE

Introduction

In order to secure the safety of all persons on site, a current record of all children, visitors, training course or meeting attendees, Nursery and Centre staff, visiting staff, supply staff, volunteers or anyone else must be available in the event of a fire.

Registration

Anyone entering the site must register in some way as being on site and must make note when leaving the site, even if it is a temporary absence.

The following documents are available for registration purposes:

- Children's attendance registers
- Regular staff attendance lists (Signing In Sheets)
- Training course registers
- Casual visitors lists (Visitors Book)
- Regular visitors lists (Outside Organisation Signing In Sheets)
- Meeting delegates lists

Registration Responsibilities

Each and every group leader is responsible for noting the attendance of each member of the group.

The following are regarded as group leaders:

- Class teachers
- Training group leaders
- Meeting leaders
- Care group co-ordinators

All staff, students, volunteers, group leaders must register their arrival on site at the reception desk and on leaving the site should sign out, even if it is a temporary absence.

All Visitors/Contractors will be given a Fire Procedure Card which indicates what to do in the event of a fire.

On discovering a fire:

Activate the nearest alarm point (break-glass unit).

Do not attempt to extinguish any fire other than a very small, confined fire.

Begin the evacuation procedure.

On hearing the fire alarm:

- A member of Reception Staff will dial 999 and alert the Fire Brigade. If reception is unmanned the person discovering the fire should Dial 999 and alert the Fire Brigade
- Leave the building by the nearest available exit, making sure that you are not heading towards the source of the fire if you can see it.
- Make sure that any group for which you are responsible leave with you.
- If you notice any child or adult who seem unaware of which way to go, shepherd them out in the correct direction.
- **Do not** stop to try to extinguish the fire.
- **Do not** stop to collect any personal belongings.
- **Do** take with you the register(s) relating to any group for which you are responsible (reception staff will take visitors books and staff lists).
- Nominated fire-marshals will check (Sweep) each room and toilet area as they leave to ensure complete evacuation and will report directly to the Senior Staff Member.
- Assemble at the designated assembly point and list holders will check that everyone is accounted for. If anyone is unaccounted for, report the fact to the senior staff member present (This will usually be the Head of Centre or in her absence the Senior Teacher). The Head of Centre/Senior Teacher will liaise with the Senior Fire Marshall via Walkie Talkie. The Senior Fire Marshall will liaise with the Fire Brigade.
- Do not re-enter the building to search for missing persons.
- Do not leave the site unless told to do so by a Senior member of staff.

DO NOT RE-ENTER THE BUILDING UNLESS AND UNTIL PERMISSION IS GIVEN BY THE MOST SENIOR PERSONS PRESENT.

FIRE BRIGADE STAFF TAKE SENIORITY OVER CENTRE STAFF.