



FIRE EVACUATION PROCEDURE



On discovering a fire



Blow the whistle or sound the alarm



Ensure the fire brigade is called

On hearing the alarm/whistle



Quickly collect mobile phone, contact information (this may already be stored on the mobile phone) and register.



Gather the children calmly but quickly.



Leave the building by the nearest exit. Do not run.



Assemble at the front of the setting or school building. Take the register to ensure all children and staff are present.

Do Not



Attempt to re-enter the building until authorised.



Attempt to take personal belongings with you.

Reviewed annually