



## KINDERGARTEN FIRE PROCEDURE

On discovering a fire on the school premises the procedures listed below are followed:

1. Sound the alarm manually at either Fire Point (1, 2, 3) depending on where the fire is located, alerting all children and staff
2. Designated Fire Officer (Maureen Desmond) to collect the registers and mobile phone box. Staff to lead the children through the nearest FIRE EXITS. (Upstairs for UK and downstairs doors for LK)
3. When the Kindergarten is evacuated the Head, Chantal Baard, is to 'sweep the rooms', checking all children and staff have left the premises
4. Assemble at designated area, which is in the enclosed garden, in two lines for Lower and Upper Kindergarten children
5. Teachers do a head count of both lines of children
6. Head to do a Teacher head count
7. The new fire alarm system alerts the fire brigade when an alarm is raised
8. Should circumstances require, the children and staff may move to the secondary evacuation area: Thomas's School, 28-40 Battersea High Street, SW11 3JB

Fire practices are carried out monthly to familiarise the children and staff with the procedure. The fire drill is timed and recorded in the Health & Safety file. Members of staff receive fire safety training on site every three years and complete an annual refresher course.

**See also:** [Emergency Response Plan \(stored in files in Kindergarten\)](#)

<b>This policy will be reviewed annually</b>		
Created: January 2009	By:	Sophie Nevin, Kindergarten Head
Latest Review: October 2019	By:	Kathy Ballantine, Kindergarten Head
Next Review: September 2020	By:	Chantal Baard, Kindergarten Head
Next Review: September 2021	By:	Chantal Baard, Kindergarten Head