



FIRE EVACUATION PROCEDURE

This policy will be reviewed annually or in response to changes in legislation		
Last Review	September 2023	Kindergarten Head
Approved	September 2023	Kindergarten Head

This policy should be read in conjunction with the Thomas's Kindergarten Emergency Response Plan (available on request from the Head). The Designated Fire Officer is Angela Isidoro.

On discovering a fire on the Kindergarten 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 to collect the registers and mobile phone box. Staff to lead the children through the nearest Fire Exits. (Upstairs for Upper Kindergarten and downstairs doors for Lower Kindergarten).
3. When the Kindergarten is evacuated the Designated Fire Officer is to 'sweep the rooms', checking all children and staff have left the premises. The Head is to carry out this task if the Designated Fire Officer is absent.
4. Children will assemble at the designated area in the enclosed garden, in two lines for Lower and Upper Kindergarten children.
5. Teachers complete a head count of both lines of children and report to the Designated Fire Officer.
6. Designated Fire Officer to complete a teacher and visitor headcount.
7. The fire alarm system alerts the fire brigade when an alarm is raised.
8. Should circumstances require, the children and adults may move to the secondary evacuation area: Thomas's Battersea, Battersea High Street, SW11 3JB

Fire practices are carried out on a regular basis 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 regular refreshers.

Monitoring

Monitoring and maintenance of the fire safety systems is the responsibility of the building owner - St Mary's Church. The Church will provide these records to the

Kindergarten on request. The fire alarm is tested weekly by the Church General Manager.