

LAMPHEY PLAYGROUP

FIRE PROCEDURE

In the event of the discovery of a fire or on hearing the fire alarm sounding, a quick, orderly evacuation of the children and adults from the playgroup premises are paramount.

- If a fire is found anywhere on the premises the fire alarm is to be activated.
- On hearing the alarm sound, calmly get the children to stop any activity that they are doing and move straight away to a safe exit door indicated by the play leader or responsible adult.
- One appointed member of staff quickly checks toilet area, messy area, kitchen and playgroup area for any children or adults. All doors will be closed after search.
- Other staff will be leading the children and adults, quickly, quietly and calmly out to the playgroup playground, through the gate and onto the junior playground, which is the approved assembly point.
- The register shall accompany the evacuation.
- Once outside the building, a roll call of the children and adults will take place, with the use of the register.
- Await instructions for the next procedure but keep reassuring the children and ensuring their safety.
- Only re-enter the building when instructed to do so by the emergency authority or head of school.

School evacuation guidance is displayed by the fire exits; staff should familiarise themselves with this and should follow the guidance. Fire practice will be undertaken every term and recorded.

REVIEW DATE
September 2026

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