Fire Drills

All staff members, Trustees and volunteer helpers are fully aware of the importance of fire safety and fire prevention a copy of our fire safety risk assessment is shared to all new staff and Trustees. The advice that has been given by the service has been adhered to; and any recommendations for firefighting equipment have been met. There are clear written instructions displayed on the walls in each room stating clearly what to do in the event of a fire, together with a map showing the exit and meeting points. All exits are free from obstruction and easy to open in the event of a fire. All escape routes are clearly marked, we aim to hold termly fire drills which involve both staff and children, to ensure everyone is familiar with the settings emergency procedures.

1) In the event of a fire a whistle will be blown by a member of staff, or the fire alarm will sound. The children will be escorted from the building by members of staff on duty, using the nearest and safest route possible. Children and staff will gather at the designated meeting point (Alburgh; by the old pond). (Harleston; in the Hudson hut)
2) The register & setting mobile phone will be taken outside by a member of staff, and when everyone has assembled the register will be called and the children's names marked off to ensure that everyone is accounted for.
3) During this time the manager/deputy will check the building to ensure that no person/child still remains inside the building.

A member of staff will be dispatched to telephone the local services 999 and then the local Primary School.
The children will remain in the care of the staff, until the nominated staff member has made contact with all the parents and carers, and the children have been collected.

A report will be drawn up and the trustees will be notified by the manager.
Each half term fire and emergency drills are carried out every day for one week; this ensures that all the staff and children become familiar with these procedures. Evacuation procedures from indoors to outside and from the outdoor environment to indoors are put in place during this time.
A record of each fire drill is kept on file, and all staff receive a copy of the **Fire Risk Assessment** at the point that it is updated**.**

Fire Exits
Fire exits will be kept clear at all times. Any safety barriers or gates in position will not restrict emergency exits from the building**.**

Policy Number: PCG027
Version: 005
Issue Date: 11th August 2026