**FIRE & EVACUATION PROCEDURE**

On discovering a fire:-

* Operate the nearest fire alarm call point.
* **DO NOT ATTEMPT** to tackle the fire.

Emergency Evacuation

* **The General Manager (Chelsea Cunningham) or Deputy Manager (Hannah Parker) will call the fire brigade on 999 and give appropriate details**

Swiftly alert every one of the need to leave the building

**ALWAYS EVACUATE THE BUILDING QUICKLY AND CALMLY IN THE EVENT OF AN EMERGENCY.**

Each room will use their nearest available exit. 1 Practitioner from each room will collect the evacuation bag hanging by the exit door and the children’s registers. The visitor’s book and staff signing in sheet will be collected by the Fire officer or a member of the Management team. The Management team will also have their mobile phones to access emergency contacts.

Any spare members of staff should exit the building through their allocated room to assist with getting children/babies out of the building.

* Assembly point is in the private car park at the rear of the building against the wooden fence

The evacuation will start immediately from the alarm being heard. People should not collect bags or other personal possessions

* At the assembly point, the registers will be called and checked for any unaccounted children or staff. The Manager/Deputy Manager must inform the fire brigade of any unaccounted people. We will take the children to seedling centre at Christ the Sower school in the event of a real fire. This will be collection point for parents/carers.
* Nobody will be permitted to return to the building until the fire brigade has given the all clear.

For fire drills, the above procedure will be followed except the Fire Officer has checked the building and gives the all clear.

**Your nearest fire exit is back doors in each of the Baloo Bear & Both Barnaby Bear rooms.**

