



## Fire and Evacuation Policy

When the fire bell rings (a continuous ringing) all are to follow this procedure:

- All children leave their activity and line up at the gate leading to the Barn playground.
- Fire Marshalls ensure that all areas within the setting are clear of children.
- Manager/Deputy takes a quick head count of children and staff to ensure everyone is present according to the register number.
- Manager/Deputy leads them out of the nearest fire exit to the side playground. In the event of an evacuation the children will leave the school and walk to the small car park by Priory Street Park.
- Manager/Deputy takes the register and emergency bag with them.
- Quick head count to ensure everyone is present according to the register number.
  
- **IT IS IMPORTANT TO DISPLAY THE NUMBER OF CHILDREN PRESENT IN EACH SESSION ON A DAILY BASIS.**
  
- Fire drill happens each term in line with the school practice. The evacuation drill will take place annually.

**DO NOT RETURN TO THE SETTING UNTIL THE ALL-CLEAR IS GIVEN.**