**Fire Safety & Emergency Evacuation**

**Policy Statement**

*We are familiar with current fire safety legislation and keep fire risks low by ensuring high standards of fire precaution.*

Our emergency evacuation procedure For the **Upper Barn** is as follows:

* Person discovering the fire is to raise the alarm by ringing the fire bell, situated in all the hallways. Only fight the fire after sounding the alarm if you feel it is safe to do and if by not extinguishing it will lead to a greater risk.
* All staff should calmly ask the children to leave what they are doing, and lead them outside, fire marshals to check that the designated area is clear (if safe to do so) before leaving. All staff, visits and children should leave personal belongings behind. Ensure that all doors are closed behind you as you leave.
* Rabbits, Squirrels, Hedgehogs and Otters room leaders - Upper Barn (or person covering) will evacuate their children from the room and lead them into the playground. Each class will line up in front of the green bike fence. Senior members of staff will make any necessary provision for the children with additional needs. The Officer-in-charge will do a head count of each class and dismiss class by class to regroup at the fire point in the main carpark.
* Officer-in-charge takes register of the children and staff once at the designated fire point and checks with each fire marshal to ensure their designated area was clear.
* Officer-in-charge then uses mobile phone to call emergency services/parents.

Designated areas are as follows;

* Rabbits room leader – room and toilet
* Squirrels room leader – room and toilet
* Hedgehogs room leader – room and toilet
* Otters room leader – room and toilet
* June Harrison – both offices

**Fire Safety & Emergency Evacuation**

**Policy Statement**

*We are familiar with current fire safety legislation and keep fire risks low by ensuring high standards of fire precaution.*

Our emergency evacuation procedure For the **Lower Barn** is as follows:

* Person discovering the fire is to use the break glass situated in one of five places (kitchen, outside dining area, top of stairs (x2) and the bottom of the stairs by fire escape route). Only fight the fire after sounding the alarm if you feel it is safe to do and if by not extinguishing it will lead to a greater risk.
* All staff should calmly ask the children to leave what they are doing, and the Foxes room leader should lead them outside via the fire escape door situated in the Owls (ensuring that the fire door is being held open).one member of staff at top of stairs, 1 member of staff at bottom of stairs and 1 member of staff in the walkway outside the building. Fire marshal (Room leader of the Badgers) should check that the designated areas (Badgers, Foxes, and Owls) are clear, if safe to do so, before leaving. All staff, visits and children should leave personal belongings behind. Ensure that all doors are closed behind you as you leave. Ducks and Swans room leader to check that the designated area is clear, if safe to do so, before leaving.
* Swans, Ducks, Foxes, Owls and Badgers room leaders (or person covering) will evacuate the children from the rooms and lead them to grassed area, by the fence. Each class will line up and do a headcount, before re grouping at the fire point. Senior members of staff will make any necessary provision for the children with additional needs.
* Officer-in-charge takes register of the children and staff once at the designated fire point and checks with each fire marshal to ensure their designated area was clear.
* Officer-in-charge then uses mobile phone to call emergency services/parents.

Designated areas are as follows;

* Swans room leader – room and toilet
* Ducks room leader – room and toilet
* Badgers room leader – check Badgers, Foxes and Owls classrooms and toilets
* Julianna Ball – kitchen and dining room