



KINDERGARTEN FIRE PROCEDURE

On discovering a fire on the school premises the procedures listed below are followed:

1. Ring the Fire bells manually by exit upstairs and in the basement door alerting all children and staff
2. Designated Fire Officer (Maureen Desmond) to collect the registers and mobile phone. Staff to lead the children through the nearest FIRE EXIT. (Upstairs and downstairs doors according to the position of the fire)
3. When the Kindergarten is evacuated the Headmistress, Kathy Ballantine to 'sweep the rooms', checking all children and staff have left the premises
4. Assemble at designated area, at the front of St Mary's Church, on the grassed area in two lines for Lower and Upper Kindergarten children
5. Teachers do a head count of both lines of children
6. Head alerts the Emergency Services
7. Should circumstances require, the children and staff may move to the secondary evacuation area: Thomas's School, 28-40 Battersea High Street, SW11 3JB

Fire practices are carried out on a regular basis to familiarise the children and staff with the procedure. The fire drill is timed and recorded in the Health & Safety file. Members of staff receive fire safety training on site every three years and complete an annual refresher course.

See also: [Emergency Response Plan](#)

This policy will be reviewed annually			
Created: January 2009	By:	Sophie Nevin, Kindergarten Head	
Latest Review: September 2018	By:	Kathy Ballantine, Kindergarten Head	Changes made
Next Review: September 2019	By:	Kindergarten Head	