



Fire Procedure Policy

- On discovering a fire, immediately inform the Manager who will sound the alarm and phone the fire brigade
- On hearing the fire alarm calmly but quickly leave the building by the nearest door. Closing doors and windows as you leave.
- Make your way to the assembly point which is documented on maps around the school.
- Each member of staff is responsible for checking that children, volunteers and staff in their group are present. In the event of a missing person tell the Manager immediately so that the fire brigade can be informed
- On no account should anyone re-enter the building until told it is safe to do so by the fire fighter in charge
- A fire drill will take place within the scheme to ensure all attendees understand this procedure.