

**Fire Evacuation Procedure FEEP**

Last reviewed: January 2023 to be reviewed by: January 2024

Responsible member of staff: ……………………………………….. Date: ……………………………….

Responsible member of committee: …………………………….. Date: ……………………………….

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| A unique child | PositiveRelationships | EnablingEnvironment | Learning and development |
| Inclusive practice | Respecting each other | Learning environmentWider context | Personal, Social & Emotional Development |

**Action on discovering a fire:**

 Blow fire whistle located on hooks at front and rear of the main hall. Children, staff and visitors to evacuate the building from the front doors to the front of the church garden. If this exit is blocked then use the fire exit at the rear of the hall, turning right to walk alongside the building, to meet in the church garden. If this route is blocked, and it is safe to do so, then proceed around the back of the building, again meeting at the front of the church garden. - Manager on duty should be in charge and to collect phone, register and visitor’s book. - Staff on toilet duty to check toilets cleared and close toilet doors. Then to stand at the designated fire exit to do a head count as we evacuate. - Staff on milk bar to check the kitchen and lead the children to the church garden collecting evacuation bag on the way. - Staff on circle time to be last one out, ensuring that the hall is clear.

On Hearing the fire whistle all staff should stop what they are doing (make safe). Manger on duty should take charge calling all children and staff to front or rear of the hall explaining what is happening.

Manager to call out we have…. number of children let’s leave via the front (or back) fire exit, to the church garden. All staff to make sure their area is clear, calling out to manager “toilets clear”, “kitchen clear”, “hall clear”. Quickly and safely all children and staff to proceed to the church garden: Manager leaves first and calls the emergency services en route to the garden. Staff on Milk Bar leads the children out. Staff on Toilet duty stands at the door counts children out of the door, walks behind last child out. Staff on circle time to be last person out making sure all children are out. If it is noted that there are children or adults missing then to find them if safe to do so. Register to be taken when all children are in the church garden. Children to be kept safe warm and dry using evacuation bags contents, parents to be called to pick up children. Children to be signed out when they are picked up. Fire Drill Notice will be displayed on the front door to inform parents of the practise drill.