

ST JOHN'S SUNSHINE PRE-SCHOOL

FIRE AND EMERGENCY EXIT PROCEDURE

St, John's Sunshine Pre School's aim is to protect all staff, children and visitors from fire and any other emergency resulting in the evacuation of the building.

All staff are given the appropriate training on ensuring the safe evacuation of everyone within the hall.

In the event of hearing the fire alarm (or whistle for drills) staff will proceed to complete the following;

- Instruct the children to move slowly but efficiently towards the fire exit.
- One member of staff to check the toilets and hall to ensure everyone has left the building.
- The Manager or person in charge to collect the register and Mobile Phone
- Exit the building via the fire exit into the playground then through the gate pushing the button to release the lock.
- Walk sensibly towards the Church where a head count and check of the register will be completed.
- The manager will contact the fire brigade on 999 stating the following detail

The Parish Hub
Borers Arms Road
Copthorne
West Sussex
RH10 3ZQ

The children will then be escorted to our place of safety which is;

Copthorne C. E. Junior School
Church Road
Copthorne
West Sussex
RH10 3RD

Parents will then be sent a text message asking them to come to the school to collect their child as soon as they can.

No one is to re-enter the building until the Fire Officer in charge has given the all clear to the Manager.