



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 playgroup then to the back of the garden where we will do a head count and register.
- The manager will contact the fire brigade on 999 stating the following details

The Delmar Morgan centre

Copthorne Bank

Copthorne

Crawley

West Sussex

RH10 3ZQ

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

Crawley

West Sussex

RH10 3ZQ

The Prince Albert Pub

Copthorne bank

Copthorne



Date Written: September 2026 Written by Kim Brimelow- Manager
Date agreed and Ratified By: Pre-school Chair of committee Joanna De-Rosa - Updated September 2026
Date of Next Review: January 2027

Parents will then be sent a text message or called asking them to come and collect them as soon as they can.

No one will re-enter the building until the fire officer in charge has given all clear to the manager.