



Fire Procedure

As soon as a fire is discovered or suspected, a single long blast on the whistle is blown. The whistle is kept hanging on the hook between the main doors and the fire exit.

Staff members and helpers immediately round up all the children, taking them either to the Fire Exit, or the Main Door, depending on where the fire is situated. The deputy will collect the register on the way.

Staff quickly take the children out of the Hall, line up by the fence and lead them down the steps into the village square. The register is then taken to make sure all children are accounted for.

The supervising member of staff will check the Hall, Kitchen and Toilets to make sure no children have been left behind.

THE SUPERVISING MEMBER OF STAFF MUST BE THE LAST TO LEAVE THE HALL.

As soon as someone is free from the above duties, they should go to the Church Office (or Good Neighbours desk), and contact the Fire Brigade.