



Fire Procedure

As soon as a fire is discovered or suspected, the fire alarm will sound. The box outside the Hub door (in the hallway) shows where the fire is located.

Staff members and helpers immediately round up all the children, taking them to a Hub fire exit, depending on where the fire is situated. The manager or deputy will collect the register on the way.

Staff quickly take the children out of the Hall, and lead them down the steps and line up against the library wall. 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 use the Ark phone to call 999 to contact the Fire Brigade.