**Fire Evacuation Procedure**

It is important that all adults and children know what to do as soon as possible in case of a fire on the playschool/primary school premises.

Upon hearing fire alarm sound, everyone must:

* Stop what they are doing!
* Stand still!
* Stop talking and listen!

The leader will:

* Tell the children to line up!
* Instruct assistants to lead the children out of the Playschool in an orderly line towards the grass playing field, keeping the children calm!

All staff will leave the premises with the children and assemble on the grass playing field.

The leader will be the last to leave the playschool, ensuring to check the toilets, kitchen or elsewhere in the room so no one is left behind.

The leader will collect the register, first aid box, any medication and mobile phone and leave the playschool.

After joining the children and staff, the leader will call the register to ensure that all children marked present at the beginning of the session are present.

Children should stand looking away from the building in the event of any glass shattering.

At this point the leader will liaise with the Headteacher of the Primary School. Should there be a need to evacuate the school; the school plan will be followed.

**NO ONE WILL REENTER THE PLAYSCHOOL UNTIL IT IS DECLARED SAFE**

Reviewed and Updated September 2021