



St Tudy Pre-school

Emergency Evacuation Procedure

At St Tudy Pre-school we have simple yet effective procedures in place to ensure children and staff have a well-managed and organised evacuation procedure in the event of an emergency or fire.

- Upon hearing the alarm or fire whistle, round up all children into an orderly line, providing it is safe to do so, leave by the safest and nearest exit/fire exit.
- Whilst the children and staff are leaving calmly to the safest assembly point, the manager or deputy is to collect the register and signing in sheet for that day, if accessible and delegate an adult to call 999 Emergency services whilst the manager or deputy does final checks of building including toilets, kitchen, outdoor area and anywhere safe to do so.
- Manager or deputy to re-join children and staff at the assembly point which is in front of the gates on the playground area.
- When all staff and children have gathered at the Assembly point and quick head count of children and adults will be taken, followed by a full register being taken.

Fire Assembly points

There are two fire assembly points, the first Assembly point is on the tarmaced playground area by the wooden gates. Failing suitability the next point would be on the playing fields , specific area at managers or deputy managers discretion depending on suitability.

Exit routes

There are 3 different routes out of the building. The first main route is out of the front door, down the ramp and onto the fire assembly point on the playground. The second route is out of the main room, through the fire exit door and exit via the gate in the enclosed outside area. The third route is through the room with kitchen in out of fire exit, down the steps, turn left and walk down the side of the building to the fire assembly point on the playing field.

Fire Safety

At St Tudy pre-school we believe that it is of the up most importance to be prepared for any situation.

We are required under the regulation of Ofsted and the local authority to have certain precautions in place in the event of a fire or risk of a fire.

At our pre-school we have

- one fire blanket accessible in the building for staff and children
- 2 fire extinguishers around the premises
- 3 fire alarms
- 3 different Fire exits

The building is solely used by the preschool, but rented from the playing field trustees, therefore if there are any electrical issues, they are raised and logged with Dave Holborow to ensure the matter is resolved as a matter of urgency.

PAT testing of all appliances in the building is done within expiration dates and the heating/boiler is regularly serviced and maintained.

