



## KINDERGARTEN FIRE PROCEDURE

On discovering a fire on the school premises we follow these procedures:

1. Ring the Fire bells manually by exit upstairs and in the basement door alerting all children and staff
2. Maureen Desmond (Designated Fire Officer) to collect the registers and mobile phone. Staff lead the children through the nearest FIRE EXIT. (Upstairs and downstairs doors according to the position of the fire)
3. While the Kindergarten is evacuated the Acting Head, Kathy Ballantine to 'Sweep the rooms', checking all children and staff have left the premises
4. Assemble at designated area, at the front of St Mary's Church, on the grassed area in two lines for Lower and Upper kindergarten children
5. Secondary Assembly area: Thomas's School, Battersea High Street
6. Teachers do a head count of both lines of children
7. Head alerts the Emergency Services

A fire practice is carried out on a regular basis to familiarise the children and staff with the procedure. The fire drill is timed and recorded in the Health & Safety file. Staff receive fire safety training on site every three years and complete an annual refresher.

**See also:**      [Emergency Response Plan](#)

This policy will be reviewed annually			
Created: January 2009	By:	Sophie Nevin, Kindergarten Head	
Latest Review: September 2017	By:	Kathy Ballantine, Acting Head	No Changes
Next Review: September 2017	By:	Kindergarten Head	