



## Fire Evacuation Procedure

- In the event of a fire or fire test the fire alarms in the entire building will be started.
- On discovering a fire, ascertain whether the fire can be tackled safely by staff using extinguishers located in each room.
- While the fire is being tackled members of staff will still evacuate.
- Staff will evacuate the children from the room they are in.
- We will use the nearest available exit using either a fire exit or the main entrance.
- If evacuating from the Main sports hall, children should evacuate through the nearest fire exit and follow the paths round to the school playground.
- If evacuating through the main door children should exit this way also.
- If evacuating through the upstairs fire exit, children should exit down the stairs and follow round to the school playground.
- The assembly point is at the top of the Kingswells Primary School Playground beside the outdoor classroom bench.
- The evacuation will start immediately and people should not try to collect bags and other personal possessions.
- The manager/ supervisor will collect the registers and keys and ensure the building is cleared.
- A member of staff will telephone the fire brigade on 999 and give appropriate details.
- Staff will sound the community centres fire alarm to begin evacuation of the building.
- At the assembly point, the registers will be called and checked for any unaccounted adults or children, and fire brigade will be told of any missing people.
- Nobody will be permitted to return to the building until the all clear is given by the fire brigade.
- For fire drills, the above procedure will be followed except that the session supervisor will give the all clear and schools fire alarm will not be sounded. For fire drills, a fire evacuation report will be filled in afterwards by the Manager/Lead Practitioner.

If the Community Centre fire alarm is sounded we will evacuate the building as described above and continue with the same procedure until it is safe for us to return.

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