**Fire Procedures**

**On discovering a fire**

* Let a colleague know and ensure all children and visitors are in the Midmill Primary School designated safe area. Check register details for the day, sign off every child and staff member.
* If fire is smaller than a wastepaper bin size, tackle with appropriate fire equipment.
* If fire is larger than wastepaper bin size, break glass (to alert fire services and the school) and follow the fire drill.

**On hearing the fire alarm**

**Follow the fire drill**

**Fire Procedure**

**Manager:**

* Break glass
* Line children up at the exit door in twos.
* Collect your register, visitor’s book and emergency contact numbers
* Take into account any special evacuation arrangements.
* Check the club room is empty; close all the doors, where safe to do so.
* Count the children and call out the names from the register and names from visitor’s book.
* Report to the Fire Officer in Charge.
* Return children to the club when safe and keep them calm. If unable to re-enter club, staff will telephone emergency contact number for each child.

**All Staff:**

* Line the children up at the exit door in twos.
* Lead the children around to the assembly point while the Manager checks the room is clear
* Help the children stay calm while Manager checks the register.

**BE AWARE:**

* Follow fire procedure and fire drill.
* Registers filled in.
* Ensure visitors sign visitor’s book.
* Fire drill will always be displayed, by register and visitors book and explained to the visitors, staff and children.
* We make special evacuation arrangements for anyone who may require them.
* Detailed fire risk assessments in place (stored in folder).
* Staff induction includes the storage and use of fire equipment, exits and how to open them.
* Where appropriate keep fire doors shut.
* Always keep fire exits clear.