



4. FIRE PROCEDURE

1. The following doors must be kept unlocked and clear of obstruction at all times:
 - Lobby door to passageway
 - Double doors from small hall to lobby
 - All fire exits
2. Fire-fighting equipment is as follows:
 - Fire blanket fixed to wall in kitchen
 - Free-standing water extinguishers in both halls and carbon dioxide in kitchen
3. Fire Alarm Push Glass Points are situated:
 - by the fire exit in the small hall
 - by the main entrance doors to the small hall
 - by the double doors to the passageway in the large hall
 - by the Malden Road doors in the large hall
4. In the event of fire, sound alarm and dial 999 and ask for **FIRE**:
 - Keep calm. Your most important responsibility is to get **CHILDREN OUT**.
 - Blow whistle to gather children at safest point of exit.
 - Designated Fire Officer to check all rooms including toilets, kitchen and store room for children.
 - Collect register and fire ropes if possible.
 - Assemble children according to Route taken:
 - Route 1. Playground Exit. Assemble at far fence in playground.
 - Route 2. Lobby Exit. Assemble at railings at front of Church.
 - Route 3. Fire Escape Exit. Assemble in Church car park area.
 - Take Register at Fire Assembly Point and check that correct number of children and adults are present.
 - Check safest route, ensure each child is holding the rope with adult supervision and take children to library or library porch.
5. Additional points to remember:
 - Do not stop to collect belongings.
 - Do not attempt to tackle the fire.
 - Close door if possible when evacuating building. Do not return until authorised to do so.

Pre-school location: Cheam Baptist Church, Malden Road, Cheam Village, SM3 8QB

Reviewed November 2016