



# Fire Action Procedure

Updated 06.10.2025

## Emergency Evacuation Procedure

- How the children know the sound of the alarm.
- How the children, staff, and parents know where the fire exits are.
- How children are led to the assembly point.
- How children will be accounted for and by who.
- How long it takes to get the children out safely.
- Who calls the emergency services, in the event of a real fire.
- How parents are contacted.

In the event of a fire, or any other need to evacuate the building, the following procedure should be followed:

### 1. SOUND THE ALARM

Whoever discovers the fire should sound the alarm if not automatically detected by the in-built fire system. This is done by pressing one of the fire buttons (a red box with a black button) located in each room at Hanslope Pre-school.

### 2. LEAVE THE BUILDING

The Practice Manager or Deputy Practice Manager should direct all staff and helpers to remove all the children as calmly as possible to the nearest safe fire exit, ensuring the door is closed behind them. Staff and helpers should not try to collect bags and other personal possessions. The Practice Manager or Deputy Practice Manager should collect the register, the visitor book, the first aid box, the emergency bag and a mobile phone on the way out.

### 3. REPORT TO ASSEMBLY POINT

The children and adults should assemble **at the main front entrance gate to the Pre-school** at the furthest point away from the building. The person in charge will phone the school mobile to say that everyone is out of the Pre-school building on **07516 199377** or **01908 510245**. It is the responsibility of each Room Leader to line their children up (weather permitting sit in a line) and complete a head count to ensure all their children are accounted for. The Practice Manager/Deputy Practice Manager will then ask for totals and complete the register to make sure all the children are present and safe.

### 4. FIRE WARDENS

If safe to do so, the Fire Warden should check all rooms in the building, including the toilets and main cupboard, to ensure everyone is outside and close all doors behind them. The Fire Warden is normally the Deputy Practice Manager. In the event of the Deputy being absent, the Practice Manager should appoint someone to carry out this role.

**Nobody will be permitted to return to the building until all clear is given by the fire brigade or the school site team. The site team will contact the Pre-school on 07977 721755 mobile when it is safe to return to the building.**

## 5. Contacting Parents

In case of a fire or any other need to evacuate the building, parents will receive a phone call from Pre-school staff and be told where to collect their children from if not safe to return to the building. If safe to re-enter the building, the Practice Manager or Deputy Practice Manager will contact the parents and notify them that all the children are safe, and we can resume the session.

### Fire Safety Notes for Staff

**Cleanliness and tidiness will help to prevent fires breaking out** – all staff are responsible for ensuring that toys, equipment, and resources are always put away tidily in our store cupboards.

#### Risk Assessment

We conduct regular written Risk Assessments, which include an assessment of fire risks.

#### About fire systems:

- The school arranges for an annual inspection of the fire extinguishers, and we keep a copy of the inspection dates in our Health and Safety file.
- All staff and regular helpers are required to read our Fire Action Plan and to sign to say they have done so.

#### Security:

- Our policies set out measures to prevent intruders from gaining access to the premises during a session.
- Doors and exits are checked before and after each session to check that exits are kept clear and to ensure that security measures do not prevent people from being able to escape from a fire.

#### Smoking is not allowed on the premises

#### Remember that in the event of a fire:

- There will only be a short time to get out of the building – fire and smoke spread very quickly.
- Fumes contain poisonous gases and can kill people.
- If smoke is coming out of the room which contains the fire, close the door to prevent it from spreading.
- Before opening a closed door, feel the door using the back of your hand – if it is warm, do not open as the fire will be on the other side.
- Get everyone out of the premises as quickly as possible – do not waste time by trying to collect valuables or possessions.
- Try not to panic.
- Do not go back into the building until the Fire Officer tells you it is safe to do so.

Signed on behalf of Hanslope Pre-school







Emma Courtney  
Committee Chairperson

06.10.2025

**Fire extinguishers – don't attempt to use unless you know which type to use and how to use it AND you feel it is safe to do so (read separate guidance document also):**

- These are only designed to tackle fire in its very early stages, and you should always ensure that the fire brigade has been called. A fire should not be tackled if it has started to spread to other items in a room or if the room is filling with smoke.
- You should know the **PASS**word for using fire extinguishers.
  - **P** - **P**ull the pin.
  - **A** - **A**im low, pointing at the base of the fire.
  - **S** - **S**queeze the handle.
  - **S** - **S**weep from side to side aiming at the base of the fire.
- Always test the extinguisher before approaching a fire.
- Don't put yourself in danger and always keep yourself between the fire and the exit.

## Fire Extinguisher Chart

Extinguisher		Type of Fire				
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats
	<b>Water</b>	✓ Yes	✗ No	✗ No	✗ No	✗ No
	<b>Foam</b>	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes
	<b>Dry Powder</b>	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No
	<b>Carbon Dioxide (CO2)</b>	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes

