

Fire & Evacuation Procedure

If Fire Breaks Out

- The first consideration must be the safety of the children.
- Raise the alarm by blowing the 'Fire Whistle'.
- Check all rooms, toilets, corners etc. for children & staff.
- Close doors & windows and turn electrical equipment off.
- Using nearest exit lead the children out.
- Fire Officer pick up register and call 999.
- In a safe place clear of the building:
 - The Register is taken, and missing children or staff reported to the fire officer.
 - No-one re-enters the building until permission is given to do so.
 - Then, if safe attempt to put out the fire but only using the specialist equipment provided - a fire blanket and fire extinguisher can be found in the kitchen and other fire extinguishers can be found by every exit and in the office.

If there is not a safe place clear of the building, the assembly point is GRAFTON SQUARE PLAYGROUND.

Remember: First Aid Box, EpiPens & Medication, Register, Emergency Contact file, Key, Mobile Phone and personal mobile phones!

To Call the Fire Brigade

- Lift the receiver and dial '999'
- Give operator your telephone number (landline: 020 7498 0319) and ask for **Fire**
- When Fire Brigade replies state: 'Fire at Maranatha Ministries: The Willow Nursery, 55 Grafton Square, London, SW4 0DE'
- Do not replace the receiver until address has been repeated.

Write up in Fire Record Book. Fire Drill practice carried out twice termly and is recorded.

Name of Person Reviewing Policy	Date Review Carried Out	Date to be reviewed (Yearly / when necessary)
Amanda Hunt	January 2024	As necessary