

## **FIRE PROCEDURE FOR EXITING THE EYFS BUILDING.**

### **NB: FIRE DOORS MUST NOT BE OPEN AT ANY TIME.**

- **The following procedure must be adhered to on hearing the school fire alarm sound.**
- Staff must behave in a calm manner when addressing children.
- **Danielle Armstrong** (**Jo Cairns** if at lunch time) to take out register printout and class roll number (already prepared each morning) for Kindergarten, and **Karen Williams** (**Teri Nolan** if lunchtime) to take register print out and class roll number for Reception.
- **Jo Gerrard** (any staff if lunchtime) to open bathroom fire exit door and ensure clearance from traffic and lead children to safety along the path to the large playground (fire assembly point).
- All remaining staff to guide children out of the fire exit door in the bathroom and guide children along the path to the playground.
- **Joanne Taylor** (Designated Fire Warden) to sweep both rooms, cloakroom and bathroom, ensure all doors are securely closed before exiting the building.

Prepared by Joanne Taylor (DFW)

Circulated to all EYFS staff including welfare support.

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