

# PETER PAN PLAYGROUP

## WHAT TO DO IN CASE OF FIRE

It is important that all adults and children know what to do in the case of a fire on the premises, to be able to act calmly and exit the premises as soon as possible.

The person who discovers a fire should:

1. Ring the fire-bell - breaking the glass if necessary or Blow the whistle
2. On hearing the bell or whistle

### **EVERYONE WILL STOP WHAT THEY ARE DOING**

Stand still Stop talking and listen

3. The Supervisor will

Tell the children to move towards the door and line up. An assistant will lead the children outside and group together, **keeping the children calm.**

4. All staff will leave the building with the children and assemble at a safe distance from the building.
5. The Supervisor will be the last one to leave the building, ensuring that no-one is left in the toilets, kitchen or elsewhere.

The Supervisor will collect the register and First Aid box and contact the Fire Brigade.

6. The register will be taken, including all visitors.
7. No-one will re-enter the building until it has been declared safe to do so.

## **FIRE DRILL**

A FIRE DRILL WILL TAKE PLACE AT LEAST ONCE EACH HALF-TERM AND WILL FOLLOW THE SAME PROCEDURES AS OUTLINED ABOVE, AS IF THERE WAS AN ACTUAL FIRE.

A record will be kept of the date and time of all fire drills.