

WRENTHORPE PRE SCHOOL,
EARLY BIRDS & NIGHT OWLS



Pre-school Fire Procedure

On discovering a fire

- Smash glass on alarm in cloakroom
- Dial 999 to call emergency services

On hearing the fire alarm

- Gather the children to the appropriate exit
- Release the intercom locking system (black button on the emergency release box above the exit door)

Staff in classroom 2

- Close the shared area door
- Check the toilets/classroom areas
- Gather the children and exit through classroom 2 door into the cloakroom

The Deputy Manager

- Check the shared area, kitchen, cot (sleep area) and toilets in classroom 1
- Gather the register, visitor's book and staff book
- Allocate one member of staff to unlock foundation gate if required

On evacuating Pre-school

- Everyone will normally exit the building via the cloakroom
- Proceed to the main school playground via the big green gate, turn right up onto the path, toward the playground
- If the above route is unsafe, turn right out of the doors or to go out through the main school foyer
- Once everyone is evacuated from the building the deputy manager will inform all parents via the text service