



# Fairfield Playbox Pre-School



## PROCEDURES IN CASE OF FIRE

1. On discovering a fire, raise the alarm by activating one of the fire alarms situated near the entrance doors or in the upstairs hall.
2. Children in the Lower Hall should be lined up, be told – and helped – to hold hands and then led out by the safest door, the one furthest from the fire. Sing “Follow my Leader” or another familiar song to keep them calm. The Manager should pick up the fire folder and the Playbox mobile phone on the way out.
3. In the case of fire, assemble **in the car park on the other side of Avenue Road, between building 20 and 22.** The assembly point in the event of a bomb/terrorist threat to the church is the southern end of Avenue Road. The Leader will then call the register.
4. If any children are in the toilets, in the Vestry, or in the hall upstairs (which has a fire exit leading to the car park) the member/s of staff with them should take them out of the building following the procedure as above i.e. holding hands and singing to keep them calm and assemble with the others. If you are trapped in the toilets by flames or smoke – keep calm. The doors are fireproof for 30 minutes. Place wet paper towels at bottom of door to prevent smoke coming in.
5. Once the children are out of the building the Leader will ensure that the Fire Brigade is called.

Fire drills will be carried out termly and the Church Property Co-ordinator will be notified of the dates.

**THE PRIORITY IS TO GET EVERYONE OUT OF THE BUILDING QUICKLY, CALMLY AND SAFELY.**

These procedures were last reviewed and revised on 12.6.25.

Signed on behalf of the Management Committee by Alan Clatworthy (Chairperson)

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