



## FIRE DRILL & EVACUATION POLICY

Within their roles, Clwb Penmorfa staff will ensure that all measures are taken to ensure the safety of the children within the setting, this will include;

- All staff in Clwb are trained in the fire evacuation procedure as part of their induction.
- Daily Health and Safety inspections ensuring Fire Exits are clear and easily accessible.
- All electrical equipment regularly PAT tested and fire safety equipment checked regularly by the fire safety officer.
- Staff will be made aware that any indication of a fire should be reported immediately and the fire alarm raised, resulting in the Fire Evacuation Procedure.
- Regular impromptu fire drills, giving staff and children the opportunity to experience a more realistic scenario, these will all be logged in the fire drill book. Children will be encouraged to leave the building, following members of staff immediately, then praised and reassured when they have reached the fire evacuation point.
- Any parents arriving with or collecting children will be encouraged to leave the building/grounds and accompany the children and staff to the fire evacuation point.

## Fire evacuation Procedure

- When the fire bell sounds staff will escort all of the children through the nearest available exit to gather at the mushrooms and a head count of the children is made.
- A senior member of the team double checks the room and toilets for any children left in the building, collects the register, information file, a phone and meets the group at the mushrooms closing the doors to prevent the spread of the fire.
- Children are escorted to the fire evacuation point (school field). SLT/Senior staff will check the register to check all staff and children are present.
- If any persons are missing the fire brigade will be informed as soon as they arrive and no one is to re-enter the building.
- No person may re-enter the building to collect belongings and no children or staff will re-enter the building without the all-clear from the fire brigade or SLT/ senior member of staff.

## Lockdown Procedure

- When there is a continuous ringing of the bell we will escort the children inside and lock all external doors and close the blinds.
- A head count is taken and a senior member of staff will check all children are present alongside the register. SLT from school will contact the setting to inform them of the severity of the incident.

Amended January 2024  
Review date January 2025