



Burpham Preschool: Fire Policy and Evacuation Procedure

The fire safety policy, procedures and risk assessments at Burpham Preschool are designed to help our community to respond calmly and effectively if fire breaks out in our building.

Emergency Evacuation Notice

An emergency evacuation notice is displayed by the door of every room

1. Operate the nearest fire alarm
2. Where possible, shut all windows
3. Leave the building by the nearest exit
4. Report to the Assembly Point outside the main entrance on the grassed area.

In the event of an evacuation alarm, children and staff will evacuate as follows:

- A member of the Preschool management team will grab the register, first aid box and mobile phone.
- Children will calmly and quietly be gathered by all staff.
- A head count will be carried out.
- A sweep of the Preschool main hall and the children's bathrooms/nappy change area will be carried out by a nominated member of staff.
- Children and staff will evacuate through the Preschool back door leading out to the tarmac playground area. The fire assembly point is outside the main entrance on the grassed area.
- Staff will be deployed to walk closely with children to ensure they do not wander or run around.
- The designated fire officer will ensure the building is clear of all children/staff and that they are gathered on the outside grassed area.
- Once assembled, a member of the management team will carry out a registration check to make sure all children and adults are all present. A member of the management team will report anyone who is missing to the fire brigade.
- Children will be supported to wait whilst checks are carried out inside the building until the all clear is given.

- Once all clear is given, everyone will return to the building in the same manner and another head count will be carried out.
- If it is deemed unsafe to return to the building, the Preschool management team will notify parents/carers.

Fire Safety Procedures

- Briefing New Staff

All new staff are given a briefing on the Preschools emergency evacuation procedures as part of their induction. They will be shown where the emergency exits are, the escape routes (with appropriate signage), and a walk through to the outside assembly point.

All staff receive fire awareness training annually.

- Summoning the Fire Brigade

A member of the Preschool leadership team will be responsible for contacting the relevant emergency services and informing the parents/carers where necessary.

- Visitors and Contractors

All visitors and contractors are required to sign in on arrival where they are issued with a visitor's lanyard, which should be worn at all times. They are made aware of the emergency exits and escape routes and are shown the way to the Assembly Point.

- Disabled Staff or Children

If a child or member of staff sustains an injury which means their mobility is compromised, such as a leg break causing the person to be on crutches, the Preschool must complete a PEEP (Personal Emergency Evacuation Plan) to ensure they can be catered for on-site and that specific staff are assigned to help the injured person in the event of an Emergency Evacuation.

- Evacuation Practice

We hold evacuation drills every term. This is combined with a programme of inducting new staff with emergency escape procedures to ensure that the Preschool can be safely evacuated in the event of a fire.

Fire Prevention Measures

We have the following fire prevention measures in place:

- There are at least two escape routes from the building.
- Fire notices and evacuation signs are displayed in every room.
- Fire extinguishers (of the appropriate type), smoke/heat detectors are located in the building. They can be manually activated.

- Keeping fire routes and exits clear at all times.
- The kitchen is fitted with heat alarms and smoke detectors.

Reviewed: May 2026

Next Review: May 2027