



Super Stars Pre-School

Emergency Evacuation Procedure

In the event of a fire during operating hours the following actions are to be implemented

The person that notices the fire will alert others by shouting fire, also the smoke alarms may sound. Once alerted the following will take place: -

- (1) **The manager or person in charge** at the time will assemble all the children and move the children in an orderly manner to the nearest available fire exit to exit the building. They will also collect the back door key if exiting at the rear of the building.

The designated assembly points are: -

Front exit – area to right at side of car park by 'Crane' sign

Back exit – follow round through exit of West Kent Cars and assemble in car park (as above)

- (2) As this is being done selected **Staff** will collect the phone, register and Emergency Contact Book, and medication. They will phone the emergency services (999) as soon as possible.
- (3) The remaining staff members will at the same time be checking the classroom, toilets, office, storeroom and garden areas, before exiting with the children and assisting in getting the children to the assembly point. On some occasions where there are only two members of staff this will be done by the staff member who is also collecting the phone and Emergency contact book etc.
- (4) All other staff (if present) will exit with the children and assist in getting the children to the assembly point.

All of these three actions will be done **simultaneously**.

If the manager is not present the deputy on duty will assemble the children and Danielle, Sarah, Laura or Helen will collect the phone and register etc. and will need to do the final classroom checks if only two members of staff are present.

All the staff and children will leave the building in an orderly manner and proceed to the assembly point. Coats and bags etc are not to be collected.

If the fire is at the rear of the classroom the manager will take the children out of the front door, go into the car park and turn right and walk towards and assemble near the 'Crane' sign. One staff member will stand near the gate to ensure the children keep moving in the right direction and to keep them away from the main car park area.

If the fire is in the front of the classroom the manager will take the children out of the back door through the play area and out through the fire exit gate turning left and following exit through West Kent Cars grounds, and assemble in the car park near the 'Crane' sign. One staff member will stand on the left by the fire exit gate to ensure the children move in the right direction. Key to rear door to be picked up.

If for any reason the adults/children have to use both exits to evacuate the building the group evacuating to the rear will always make their way to the main assembly point by the car park at the front of building.

The register will be checked to ensure that everyone is out of the building. Everyone will wait until the fire service arrive. The garden centre will also be contacted and informed of the situation.

NO ONE WILL RE- ENTER THE BUILDING UNTIL TOLD BY THE FIRE OFFICER THAT IT IS SAFE TO DO SO.

Updated 06/08/26