



Berrynarbor Pre-school
Manor Hall
Birdswell Lane
Berrynarbor
EX34 9SF

Tel: 07932 851052
Email: preschoolberrynarbor@gmail.com

Fire Procedure

If you discover a fire

1. Immediately raise the alarm
2. If in charge of children pass their care to the nearest member of staff
3. Tackle the fire if possible with the appliance provided, but without taking personal risk
4. Leave the building, assisting with the evacuation of the children

On hearing the alarm

1. Evacuate the children in your care using the available exit and **KEEP THE CHILDREN TOGETHER**
2. **DO NOT** stop to pick up personal belongings
3. The preschool leader will call the Fire Service immediately
4. Dial 999 and ask for the Fire Service
5. Wait for Fire Service to answer
6. Give the full address clearly: Manor Hall, Berrynarbor, Devon, EX34 9SF
What3words - ///screening.adjuster.flag
7. Proceed to the assembly point at the back of Ye Olde Globe public house
8. The person in charge will take the register to ensure that no one has been left in the building
9. Keep the children calm and distract with talking
10. Seek refuge in the primary school or Ye Olde Globe public house
11. Call parents to come and collect if you are unable to return to preschool
12. Contact Preschool Committee and Manor Hall Committee when all children and staff needs have been met and safe to do so.

DO NOT re-enter the building until told to do so by the Fire Service

This policy was adopted at a meeting of Berrynarbor Preschool held on 06/06/2007
This policy was review and revised on 24/08/2023

Signed on behalf of the preschool.....Date.....