

Poppets Pre-School
Emergency Evacuation Policy and Procedure

To meet the requirements of the Early Years Foundation Stage and to keep the staff and children safe in the event of a fire, we will -

- Identify the routes we will take in the event of a fire or emergency. We will ensure all staff and visiting adults are aware of the procedure to follow in the event of a fire and will have this information clearly displayed at all times.
- Ensure all staff are aware of what to do to reduce or prevent potential risks. All staff will ensure fire exits are kept clear and fire doors are not wedged open.
- Produce a written diagram detailing the escape route we will take in the event of a fire.
- Ensure we have the appropriate smoke alarms in each room and that they are located in the most appropriate places.
- Check the smoke alarms monthly, keeping a record of the date they were checked and any actions required.
- Regularly practice the fire evacuation procedure with the children, a minimum of once every month, on different days/sessions each time.
- Complete the fire log every time an emergency evacuation is undertaken, noting any actions to be taken and by when.
- Ensure staff have annual fire safety training, including the location of fire exits and equipment, how to raise the alarm and how to evacuate children safely. All new members of staff will have fire safety training as part of their induction before they start.

The fire marshal for Poppets Pre-School is Laura Phillips.

This policy was adopted on: (Date)

Signed on behalf of the pre-school:
.....(owner)

Date for review: August 2027