



Early Education & Childcare Southville Centre Fire Procedure

Aims:

→ To ensure all staff, students and visitors are aware of their role if the fire alarm sounds. Including where the fire points are in an emergency.

→ To ensure the calm and effective evacuation of children and adults in the event of a fire and during all fire drills.

Procedure

On discovering a fire:

- Follow alarm procedure below.
- Break the nearest fire panel to sound the alarm.
- If you have received fire warden training and it is a small fire, and you are confident to do so use the nearest applicable fire extinguisher to tackle the fire.
- Leave the building via the safest route, remember your evacuation bag.
- Dial 999 from your work mobile.

On hearing the alarm:

- The person in charge of each group must collect the register and the emergency contact numbers for all children.
- All staff should check the area/room they are using and ensure they lead all children in their care calmly out of the building or garden.
- Children should be taken to the fire assembly point at the far end of The Southville Centre car park using the nearest safe fire exit:
 - Stackpool – back door via garden to main car park
 - Leighton – back door via garden to main car park
 - Raleigh – side fire exit via ramp, turn left, then left again and along Beasley Road to main car park
 - Beasley – office door into garden
 - Osborne – fire exit to small Raleigh outdoor space, through gate which should be secured open by first adult through.
- Additional BS3 Community staff who are at The Southville Centre at the time, for example the Early Education & Childcare office team, reception staff and any practitioners taking lunch breaks, will assist evacuation by supporting the groups as they leave rooms, for example by carrying Beasley and Leighton Room children, in particular those who may have been sleeping and those who are not yet walking to the meeting point.

- If there are not enough adults to carry those children who do not have slippers/shoes on the person at the front must check for hazards, such as glass, on the route ahead of them and respond as necessary.
- The person in charge should then check the register of children and adults.
- No-one should re-enter the building until permission is given by a member of The Southville Centre management.
- If it is a false alarm or a test, the register should be checked again once staff and children have returned to their rooms to ensure everyone is accounted for when back in the building.

In the event that it is not possible to return to the building:

- Attempts will be made to relocate the children to Southville Primary School or the Chessel Centre, whilst parents/carers are contacted.

Reviewed October 2020

Related documentation:

- *The Southville Centre Fire Risk Assessment*
- *1. Health & Safety Policy*