

Fire action

On discovering a fire:

1. Operate the nearest fire alarm or blow the whistle then dial 999.
2. Give the precise location of the fire. Jack and Jill's Nursery, Mark Hall sports centre, London Road, Cm17 9lx
3. Do not attempt to tackle the fire unless you have been trained to do so.

If you have been trained to use the fire extinguishers please do so but do not take any risks.

5. Proceed to the assembly point.

On hearing the fire alarm or whistle:

1. Everyone stop what he or she is doing.
2. Children to be escorted quickly and calmly to the **assembly point by the astro turf cages.**
3. **Under no circumstances are children to be left unattended at any time.**
4. Close the doors behind you and if possible the windows.

Know:

1. Your means of escape route.
2. Your nearest fire alarm point; .Garden door
3. **Where your assembly point is.; Garden gate then transfer to astro courts.**
4. **Who is your fire marshal - Charlotte Irwin/Sarah Rogers/ Toni Housden and Felicia Adeyinka.**

In the event of a fire:

1. Remain calm
2. Leave quietly and without collecting your belongings. Without rushing or attempting to pass each other.
3. Remain at the designated assembly point until you are receiving further instructions.
4. **DO NOT** re enter the building until you have been told it is safe to do by a Fire Marshall or Fireman.

Wheelchair users:

1. Allow others to exit the building, then the allocated person will then follow with the wheelchair to avoid any hazards that may be caused by the wheelchair eg wheels getting stuck and blocking exits.
2. Allocated person **key worker 1, key worker 2, floater.**
3. Visitors that are wheelchair users will follow the same procedure (1.) this will be communicated with them by the fire marshal, exiting the building will be done by the accompanying person/s. To wait for magnetic door to be turned off before exiting.