



Emergency Procedure

(Fire)

The Fire alarm will be sounded by an adult.

Adults will scoop children out by the safest exit, Leader will give directions regards checking all rooms, making sure that all children and adults have left the building and are accounted for.

We will assemble at the designated area in the main school car park where the register will be called immediately. One adult will call the emergency services.

Telephones:

1. TreeHouse telephone in the office.
2. In the event that the telephone line in the main office is unavailable, the main school telephone (01296 712296) may be used and given out to parents for emergency purposes only.

Parents will be informed by telephone and then children can be collected.

Records of Fire drills are logged in the red Fire drill book and reviewed.