



POLLYANNA PRE-SCHOOL CIO

EMERGENCY EVACUATION & FIRE DRILL POLICY

Statement of Intent

It is our intent that children at Pollyanna Pre-School CIO will be kept safe and secure from harm in the event of an emergency, such as fire.

Procedure

All fire exits are clearly identifiable and kept clear of any obstruction.

Fire drills are held at least once a term, ensuring that all staff and children are fully aware of the procedure should an emergency arise. The setting has appropriate fire detection and control equipment, located throughout the building.

Emergency evacuation will be carried out in the following circumstances:

Fire

Gas leak

Bomb/terrorist threat

Other emergency, which may cause the building to become unsecure or unsafe.

Please also see our Lockdown Policy

Evacuation Procedure

		Person discovering the fire	Manager / H&S Officer	All other staff
1	Sound the Alarm <ul style="list-style-type: none"> • Shout Fire • Activate installed fire alarm 	✓		
2	Collect <ul style="list-style-type: none"> • Signing in Sheet (with emergency contacts sheet) • Mobile phone • Keys 		✓ ✓ ✓	
3	Name the safe exit and direct all staff		✓	
4	Headcount children and staff on exit		✓	
5	Lead children outside in a calm and orderly manner			✓
6	Check for missing persons in <ul style="list-style-type: none"> • Cloakroom • Toilets • Kitchen • Stock cupboard 		✓ ✓ ✓ ✓	
7	Take children to tennis courts Remain in vicinity of building to liaise with emergency services		✓	✓
8	Take the register against the signing in sheet and check the children, visitors and staff are all accounted for.		✓	
9	Ring emergency services once building safely evacuated		✓	



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10	If building not safe to re-enter or if not suitable to stay at tennis courts:			
a)	Take children to Stoke Mandeville Combined School, in line with Pollyanna Evacuation Plan Upon arriving at the school, Manager to call parents and advise them to collect children			✓
b)	parents and advise them to collect children		✓	
12	Contact Pollyanna Chairperson to advise of situation		✓	

The Manager or Deputy, as person in charge of the setting, must direct other members of staff and supervise procedures.

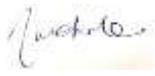
The Manager may delegate some of the above tasks but must ensure the person to whom the task is delegated is fully aware of his/her responsibility and is confident enough to carry the task out. The member of staff to which the task(s) has been delegated must then inform the Manager when the task has been done.

Whilst it is not the responsibility of the Manager to ensure the whole building is evacuated the Manager should ensure any users of the Community Centre have been made aware of the emergency. This does not apply in the event of a fire drill however they should be forewarned if possible.

In the event of a false alarm or a drill, or if the emergency services deem it safe to return to the building, children must be counted back into the setting. The Manager will contact parents to update them on the situation.

Review and Approval

This policy was adopted on: _____ 1st September 2025 _____

Signed by Management Committee: _____


Print Name: _____ N. WEHRLE _____

Date of Renewal: ___ September 2026 _____