



# Blackwood Primary School

## Early Learning and Childcare



### Fire Evacuation Policy

Position Statement - September 2023

Review Date: August 2025

Team Leaders are responsible for recording the date of any fire drills that have occurred. This sheet can be found on the wall in the ELC office.

- On hearing the fire alarm the Freda Marshall or Rebecca Lennox is responsible for collecting the ELC registers and doing a check of the room and toilets to ensure no one is left behind. If the Team Leader is not present the member of staff closest to the registers should take responsibility for the above. Between 3-4pm if children are staying late this responsibility will be passed on to another member of staff.
- Children and staff should exit the ELC playroom in a calm manner via the fire/garden door at the snack area and meet in the MUGA, (designated ELC area to the far right).
- A fire evacuation grab bag has been organised in case of cold weather etc. This will be kept beside the registers.
- Children and staff in Scooter Park/Playground/Nature Garden/4G should also make their way to the MUGA area (far right).
- When safely outside in designated area the Team Leader is responsible for counting children and staff, ensuring everyone is accounted for and safe.

Following new guidelines, Freda Marshall, Rebecca Lennox and Jen Inglis should investigate upon hearing the fire alarm between 3-4pm.