



The Children's Ark  
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Charity ref: 11473898

Ofsted:  
EV457353

## Fire Procedure

### Daily Action

- At the start of each day, Baby Lead or key person is to assign non-walkers to individual staff and key people are assigned to those with specific needs to carry/lead out in case of fire.
- Ensure that every child is logged in on the register on arrival to the setting, and marked out when they leave.

### Actions and Roles in the Event of a Fire

- In the event of a fire, the first person to become aware of it should immediately push the alarm glass and the alarm will ring. These are situated in the main porch next to the little room window and the other is by the back porch door on the wall. If fire is blocking the escape route, use extinguishers but do not endanger yourself. There are 4 extinguishers, one in the kitchen (powder based, for use on fires started by solids, liquids and gases), one in the main room (foam based, for use on fires started by solids and liquids), one in the front porch (foam based, for use on fires started by solids and liquids), and one in the office (carbon dioxide based, for use on fires started by electricity and liquids).
- The fire assembly point is situated in the front playground, by the bottom sheds.
- The children are to be led out of the building to the fire assembly point by each group's senior staff.
- A member of staff is to alert anyone who may be in the garden.
- Fire bag, mobile phone, fire list, visitor book and registers to be taken with group
- Manager (or deputy if manager is out), to check the sleep room and children's toilets and that the disabled toilet is bolted (indicating that no-one is in there). Also check book corner, first aid room, store cupboard and kitchen. Close each door after checking.
- The lead practitioner from inside play must unlock the appropriate door in order to exit (both doors locked for safeguarding of staff and children) and to take both of the registers and visitors book out with them on route to the fire assembly point and start checking the register (these also contain contact phone numbers).

- If children are outside, take them to fire assembly point as usual, this is situated in the front playground down by the bottom sheds. Manager or person in charge to go inside and check the rooms.
- Tiddler staff to help baby staff if they have children asleep.
- The lead practitioner checking the register is to tell manager/deputy that the register has been done and everyone is present, indicating nobody is inside the building.
- Spare adult (probably manager) call fire brigade.
- Take children to school hall or Centre of Pendeen (in holidays) and phone children's contact numbers (these are on the back of the register, and the school's phone will be used).
- If Fire Brigade called Fire officer to meet fire engine at Church Road entrance.

### **Fire Drills**

Fire drills are to be carried out half termly and logged, all emergency lighting and fire equipment are checked weekly and logged by the fire safety officer.

### **Staff Inductions**

All new members of staff and volunteers are to be made aware of the fire procedure, location of the fire alarms, fire extinguishers and fire assembly point on their first day.

This procedure was adopted at a staff meeting of The Children's Ark

Signed..... Print Name.....

Dated.....

And at the committee meeting:

Held on.....

Signed by chairperson..... Print Name.....