



Fire Safety and Evacuation Plan for Little Dino Playgroup

Objective:

To ensure the safety of all children, staff, and visitors in the event of a fire by establishing clear procedures and responsibilities.

1.. Preparation and Prevention

- Fire Risk Assessment: Conduct regular assessments to identify potential fire hazards.
 - Fire Equipment: Ensure fire extinguishers, smoke alarms, and fire blankets are installed, maintained, and easily accessible.
 - Staff Training: Train all staff members in fire safety procedures, including use of fire extinguishers and evacuation protocols.
 - Emergency Contacts: Maintain up-to-date contact information for emergency services and parents/guardians.
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2. Fire Escape Routes and Exits

- Designated Exits: Clearly mark all fire exits and ensure they are unobstructed at all times.

- Escape Routes: Map out primary and secondary escape routes from all areas of the playgroup.
 - Assembly Point: Designate a safe outdoor assembly point away from the building.
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3. Evacuation Procedures

a. Activation of Alarm:

- Upon discovering a fire or hearing the fire alarm, staff must immediately alert everyone and initiate evacuation.

b. Evacuation Steps:

- Children:

- Calmly but quickly gather children according to their group.
- Hold each child's hand or ensure they are safely guided.

- Staff:

- Lead children to the nearest safe exit.
- Close doors behind to contain fire if safe to do so.

- Visitors:

- Assist visitors in evacuating and direct them to the assembly point.

c. At the Assembly Point:

- Conduct a roll call to ensure all children and staff are accounted for.
 - Do not re-enter the building until authorities declare it safe.
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4. Roles and Responsibilities

- Designated Fire Marshal:
 - Responsible for initiating the alarm and overseeing evacuation.
 - Staff Members:
 - Assist children, ensure all areas are evacuated, and check for missing persons.
 - Manager/Coordinator:
 - Communicate with emergency services and parents.
 - Children:
 - Follow staff instructions calmly.
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5. Post-Evacuation

- Wait at the designated assembly point.
 - Provide information to emergency services.
 - Contact parents/guardians to inform them of the situation.
 - Do not re-enter the premises until authorized by fire officials.
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6. Training and Drills

- Conduct regular fire drills (at least twice a year).
 - Review and update the evacuation plan annually or when significant changes occur.
 - Keep records of drills and training sessions.
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7. Additional Safety Measures

- Keep fire exits and escape routes clear at all times.

- Store flammable materials safely and away from ignition sources.
 - Maintain clear signage indicating fire exits and procedures.
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Remember: Safety is everyone's responsibility. Stay calm, act swiftly, and follow the plan to ensure everyone's safety.

Contact Information:

- Emergency Services: 999
 - Playgroup Contact Number: 0020 3051 6718 Address: 46 Ratcliffe Cross Street
London E1 0hs
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REVIEWED Daily

Signed:

Date: