



## Fire Evacuation Procedure (Breakaway)

**Fire Person 1 and Fire Person 2 must be identified at Handover. Fire Person 2 is to support Fire Person 1 throughout the procedure.**

If the fire alarm is activated the fire exits will automatically open. The emergency lights will activate. Staff, children and visitors **MUST** evacuate the building. **Preservation of life is the priority consideration.**



### 1. **If You Discover a Fire/ hear the fire alarm:**

- a. Operate the nearest fire alarm call point and shout '**FIRE**';
- b. Fire Person 1 will collect the Fire Log book, Visitor's book and phone handset; check what side of the building the fire is on (if possible). 999 should only be called if there is a confirmed fire or one of the roof space zones has actuated.
- c. All staff and children/visitors are to evacuate the building via the nearest fire exit and assemble at the 1st assembly point which is the **FRONT COURTYARD**. Fire Person 1 to check that all staff, children and visitors are out of the building by doing a name call from Fire Log book and Visitor's book.
- d. The fire exit doors in main lounge and dining room have the key in a break-glass holder next to the door, for evacuation; smash the glass, get the key and open door.
- e. Do **NOT** re-enter the building or leave the assembly point until directed by Fire Person 1 who would need to have been advised by the Fire and Rescue Service.

### 2. **When the Fire and Rescue Service arrive, they will need to Know:**

- a. Any trapped persons or casualties;
- b. Location of the fire as indicated on the fire panel i.e. A or B side, if fire is in the loft space the light will flash on the Fire Detector Operated box located in the main office;
- c. The location of the oxygen cylinder (inflammable) if in the unit at that time;
- d. Nearest entrance to the fire (copy of floor map at the back of fire log book); Hazards in the area e.g. cleaning materials.
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### 3. **Fire at Night**

- a. Follow above instructions; in addition - Waking night staff to direct children from B side of the building and sleep-in staff to direct children from A side of the building.
- b. If evacuating at night, when all staff and children have been accounted for, all individuals are to go to Bungalow 1;
- c. No one to return to Breakaway until Fire and Rescue Service have given all clear saying safe to return;
- d. If Fire and Rescue Service say it is not safe to return to Breakaway, parents/ carers to be telephoned to come and collect their child (names / telephone numbers at the back of Fire book).

If building is clear (as advised by fire personnel), the fire alarm can be silenced and RESET. Everyone can re-enter the building. Report the event to management and record in the fire file.

**ALL CHILDREN HAVE INDIVIDUAL PEEPs (DAY AND NIGHT) AT BREAKAWAY**