

Bow Lane Pre-school

Health & Safety Notice

IN CASE OF FIRE OR OTHER EMERGENCY

1. Our first consideration must be for the safety of the children.
2. On discovering a fire (or other emergency situation) staff should sound the alarm if it has not gone off (the unit is located in the cupboard by the main door). Management also have whistles attached to ID cards.
3. Do not stop to put out the fire.
4. All children should be instructed to leave the premises by the nearest exit. The register, phone and children's registration information should be collected on the way out.
5. **The Manager** should check the toilets, kitchen and storage areas to ensure that all persons have vacated, closing doors where possible.
6. Staff should help the children assemble in the car park by the vehicle gates.
7. **The Deputy Manager** should call the register as soon as possible to check that all children and staff are present and safe.
8. **The manager/deputy** should call the Fire Brigade as soon as possible from the mobile.
9. **The manager/deputy will decide whether to vacate the grounds onto the lane to go to a safe place (Hatfeild Primary or Aragon children's centre).**

Dial 999

Give the operator your telephone number

When Fire Service reply, give message clearly:

**"Fire at the Bow Lane Scouts Centre, Bow Lane
(off Lower Morden Lane), Morden, Surrey, SM4 4SJ**

TELEPHONE NUMBER: 0750 3213848

Do not end call until fire Brigade Operator has repeated address.

Always call Fire Brigade immediately to every fire or suspicion of fire.