**Procedures to be followed in the event of an outbreak of fire**

In the case of a fire or organised fire drill, the alarm will go off.

• Staff could tackle the fire only if it is safe to do so with the nearest suitable extinguisher.

• Staff must orderly and swiftly evacuate all children from the rooms. Children stop what they are doing and walk calmly to the nearest fire exit door with staff members.

• Staff will get the school phone, padlock key and ipad containing attendance register.

***Catkins room Procedure:*** Staff member will obtain the grab and go near the fire exit, with Assistant at the front and Playschool Leader at the rear, all children will walk in an orderly file holding onto the grab and go at all times, to the fire assembly point which is out the side door of the catkins room on the grass near the tree.

***Acorns room Procedure***: Staff member will obtain the grab and go near the fire exit, with Assistant at the front and Playschool Leader at the rear, all children will walk in an orderly fashion holding onto the grab and go at all times, to the fire assembly point which is out the side door of the catkins room on the grass near the tree. Staff member will open the padlock on the gate using the key which is kept in the grab and go bag near the fire exit. Holding onto the grab and go the children and staff will swiftly walk to the fire assembly point via the path in front of the building and safely onto the grass.

• Ensure no children are left behind in the toilet or any other room in the premises.

• Shut the door behind them as they leave the room.

• At assembly point, one staff member will ring Fire Brigade giving the following details:

 Name of Premises: The Willow Tree Children’s Centre

 Address of Premises : 96 Carraigbeag Clogher Faili

 Tralee, Co. Kerry

 V92Y510

and other staff will do a roll call.

• Under no circumstances the following should be done:

o Do not return for anything that you may have forgotten

o Do not stop to collect personal belongings

o Do not open a door if you suspect a fire on the other side

o Do not re-enter the building unless advised to do so by the fire brigade.