

## Oxfordshire Fire Service

### Child Care Premises

#### Instructions to staff in case of fire (when alarm is not provided)

##### If you discover a fire

- Raise the alarm by shouting “FIRE, FIRE.”
- Blow one of the fire whistles located in each window in play room, next to hatch in playroom or next to each fire door/doors in corridor
- Attack the fire IF POSSIBLE with the appliances provided but without taking personal risks.

##### On hearing the alarm of “FIRE.”

- Nominated person will call emergency services immediately and collect register if possible
- Start to evacuate children and staff immediately
- Do not stop to collect personal belongings
- Use nearest available exit: main door; fire exists in main corridor; windows in main room when exits are blocked
- Go straight to the assembly point at the main gate.
- Do no re-enter the building

The nearest telephone in Playgroup is the Cell Phone or telephone box outside the main gate.

Please see our fire folder kept in the Health and Safety file.

April 2018

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