



Kidz Star Club Emergency and Fire Plan Policy

This policy will be reviewed on an annual basis

In the event of a fire, flood, gas leak or extreme water or power failure this procedure should be followed

Your main priority and responsibility is to ensure the safety of all children and evacuate the building safely. You must check that there are no children left in the room you leave.

Assembly point: Landscore Middle playground. Evacuation routes see the plan below.

FIRE PLAN

To be communicated to all staff and all attendees.

ON DISCOVERING A FIRE

1. On discovering a fire, sound the alarm using the call points (marked on plan below)
2. Kidz Star Club management will be in charge of the evacuation:
 - a. Evacuate the building quickly and safely, not causing panic
 - b. Collect the registers (which contains the emergency contact list).
 - c. Ensure a mobile phone is taken out to the assembly point
 - d. Delegate staff to check toilets/changing room
 - e. Do not stop to collect belongings
3. Assemble on the middle playground and call the register to ensure everyone is out.
4. Designated individual to call Fire Brigade (999 or 112), stating postcode EX17 3JH
5. Ensure vehicular gate is opened to allow access for Fire Brigade
6. Send designated individual out to meet Fire Brigade and provide information on situation
7. Do not re-enter building until the Fire Brigade has stated it is safe to do so

FALSE ALARMS

If the alarm sounds and it is not a planned drill, the above procedure should be followed

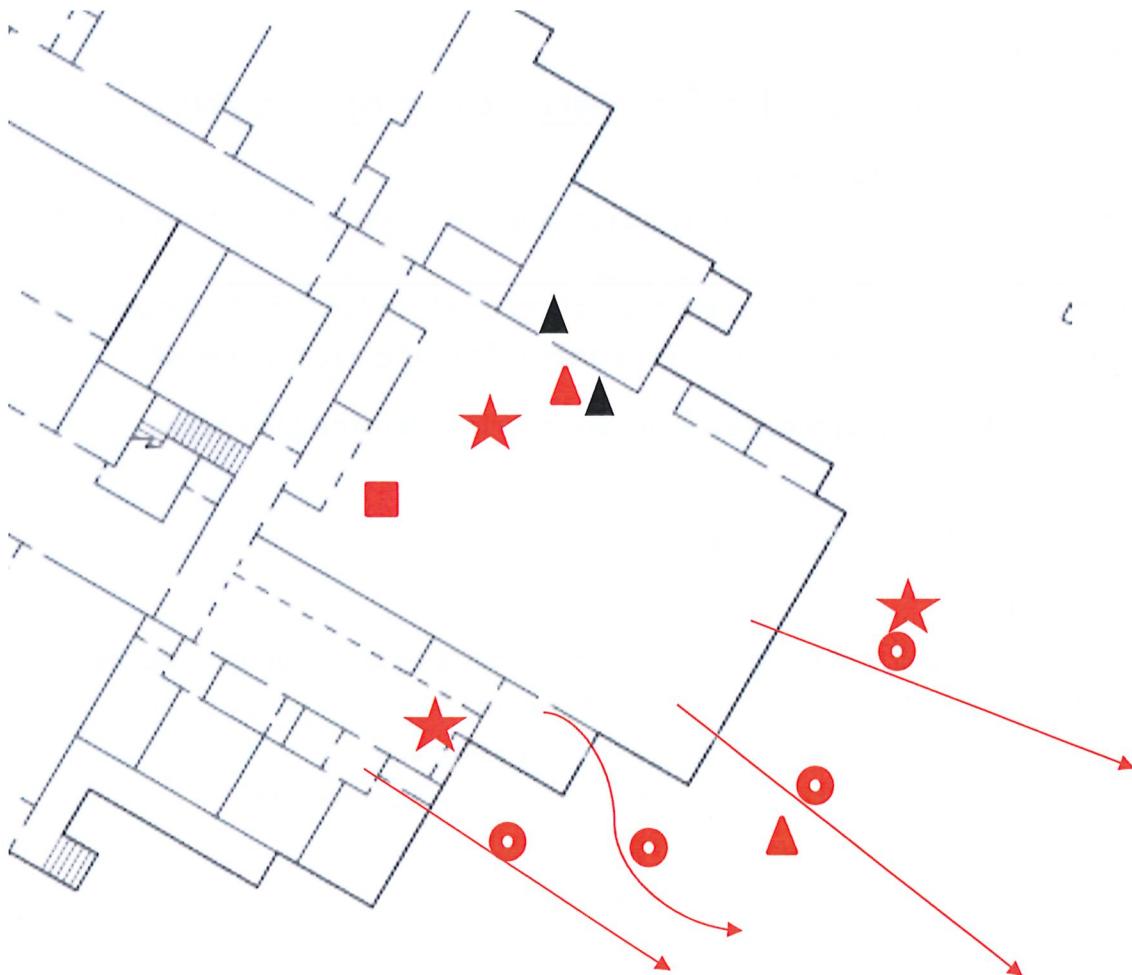
While an evacuation continues a Fire Marshall undertakes a visual check of the zone. If smoke can be seen or there is a strong smell of burning, they leave the building and call the fire service. If there is no evidence of smoke, fire or the smell of burning they undertake a thorough check of the building and if there is definitely no fire then they silence the alarm.

If a fire is identified and the Fire Marshall is happy, they may use firefighting equipment to tackle the fire, however they must ensure that they do not put themselves in danger and never put the fire between themselves and an exit. If the fire is not extinguished after a fire extinguisher has been used the Fire Marshall should leave the building.

FIRE DRILL

On hearing the alarm, the building is evacuated as if it was a real fire, the management or playworker will need to check all the children are present. The alarm will be silenced and when told by the Play Leader people may re-enter the building.

All occasions when the fire alarm is sounded needs to be recorded with details of the evacuation.



Evacuation route



Alarm



Call Point



Fire Extinguisher (Water)



Fire Extinguisher (CO²)



Fire Blanket

This policy was adopted at a meeting of Pippins Pre-School and Nursery

Held on Thursday 9th October 2025

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. Chair)

Chair