

IN CASE OF FIRE/EVACUATION INSTRUCTIONS

In the event of a fire or the need to evacuate the building, the following procedure will be enforced:

1. A whistle will be blown and fire alarm will be raised by breaking the glass at a designated point
2. Playgroup Manager to dial 999 and request Fire Brigade to attend a fire at either:
 - St Catherine's Community Centre, School Lane, Didsbury, M20 6HS
 - Ladybarn Community Centre, Royle Street, Fallowfield, M14 6RN
3. Person who blew the whistle to pick up register
4. All remaining staff to gather and guide children out of the fire door whilst singing "The Grand Old Duke of York"
5. Playgroup Manager to check toilets and kitchen
6. Staff and children assemble in the main car park, away from the fire and any hazards
7. Headcount of children, staff and volunteers to be carried out twice, and checked against the register
8. Await the Fire Brigade

We have a fire drill once every half term, which we record on our Fire Drill form. We enter the date of the fire drill, number of children present, number of adults present; time the fire drill took place, the time taken to evacuate the building and the reaction of the children.

All of the Centre's fire extinguishers are checked on a regular basis by a designated company and the labels on them are signed and dated. The fire doors are also checked regularly to ensure they are in working order. There is also a fire blanket located in the kitchen.