**Fire and Evacuation Policy**

The preschool follow the fire and evacuation policy and procedure set out the school. Practitioners will ensure all children are guided calmly and safely to the designated fire exits. All children and adults will evacuate via the rear of the building. They will assemble at the assembly point at the front of the school. If this is not possible then contingency plans are followed. The Childcare Manager will make sure all preschool staff and children have left the building before they leave with registers, contact numbers, mobile telephone.

All doors will be closed.

No person will re-enter the building once exited.

Parents/carers will be contacted and informed of the collection point at which they can collect their children.