



Fire Evacuation Policy- CM Sports	
This version date	January 2026
Review date	January 2027

## Fire Evacuation Policy

### *1. Policy Statement*

We are committed to ensuring the safety of all children, staff, and visitors in the event of a fire. This policy outlines the procedures to follow to safely evacuate the premises in an emergency, in compliance with the Regulatory Reform (Fire Safety) Order 2005 and the EYFS welfare requirements.

### *2. Responsibilities*

Fire Safety Officer:

Oversees fire safety protocols

Conducts regular fire drills

Ensures fire detection and alarm systems are maintained

Liaises with the building manager and emergency services

*All Staff:*

Know and understand evacuation routes

Escort children safely out of the building

Take daily registers and emergency contact lists during evacuation

Account for all children and report to the Fire Safety Officer

### *3. Fire Prevention Measures*

Fire exits are clearly marked and kept unobstructed at all times.

Fire extinguishers and alarms are checked regularly (annually by a competent provider).

Electrical equipment is PAT tested yearly.

No smoking is permitted on the premises.

Staff ensure kitchen areas are used safely and food preparation areas are supervised.

#### 4. Evacuation Procedure

##### On Discovering a Fire:

Raise the alarm immediately using the nearest fire alarm call point.

Alert the designated Fire Safety Officer.

##### On Hearing the Alarm:

STOP activities immediately.

Staff lead children calmly to the nearest fire exit, taking the daily register and emergency contact folder.

DO NOT stop to collect personal belongings.

Assemble at the designated fire assembly point (clearly marked outside the building).

The Fire Safety Officer checks toilets, storage rooms, and all activity spaces (if safe to do so).

Call 999 and report the fire (if not already done).

Take a roll call using the daily register.

Do not re-enter the building until authorised by the fire service.

#### 5. Fire Drills

Conducted at least once per term (3 times per academic year).

Fire drills are recorded in a Fire Log Book, noting the date, time, duration, number of children/staff present, and any issues.

All staff are debriefed after drills to identify improvements.

#### 6. Special Considerations

Children with additional needs will have a Personal Emergency Evacuation Plan (PEEP).

Staff assigned to children requiring extra support are briefed and trained.

Visitors are briefed on fire procedures upon arrival and sign in/out at reception.

#### 7. Post-Incident Procedure

Ensure all children are calm and accounted for.

Parents are contacted if there is a significant delay or need for early collection.

Complete an incident report and inform Ofsted and the local authority if required.

Review procedures and amend policy as necessary.

### *8. Training*

All staff receive annual fire safety training, including the use of extinguishers (if applicable), evacuation responsibilities, and how to support children during emergencies.

### *9. Monitoring and Review*

This policy is reviewed annually or following any fire incident or drill.

Fire risk assessments are carried out annually or when there is a significant change to the premises or use of space.