

*little fishes fire policy*  
ST NEOTS EVANGELICAL CHURCH

*In addition to the church's main Fire Evacuation Procedure:*

### Little Fishes Fire Policy

Every Little Fishes attendee will receive a copy of our Fire Policy as follows:

If you discover a fire:

- Sound the alarm by breaking the nearest alarm point
- Call 999 to summon the Fire Brigade.

If you hear the fire alarm:

- Evacuate the building by the nearest fire exit following directions from the Little Fishes team
- Assemble on the green on the other side of the layby and wait for a register to be taken
- Use fire extinguishers if you consider the fire to be localised and containable.

Responsibilities of attendees:

- Upon arrival at Little Fishes please sign yourself and your child(ren) in with your *full name*, legibly written on our Fire List.
- If you leave the session before 11.30am, please cross your name off that list.
- During the session you are responsible for your own child and so in the event of a fire, you are responsible for getting your child out the building with you. If a child is clearly on their own, the Little Fishes team will carry them out.
- If you hear the fire alarm and you are in the main room, exit via one of the sets of double doors. If you are in the foyer area, craft room or toilets, exit via the front door, and do not go back into the main room.

Responsibilities of the Little Fishes Team, if the fire alarm sounds:

- Those outside the main room (i.e. in the creche and kitchen) are responsible for checking the toilets and upstairs and helping the exit via the front door. Those inside the main room are to usher people to one or other of the main room's fire exits.
- The person who sat on the desk to welcome people is the one responsible for taking hold of the register to take across to the meeting point and for calling the register when there.

March 2020

To be reviewed in October 2021