



Fire Evacuation Plan 2024-2025

Bedford Kindergarten

Purpose:

The safety of all children, staff, and visitors at Bedford Kindergarten is our top priority. This fire evacuation plan outlines the procedures to be followed in the event of a fire to ensure the safe and orderly evacuation of the premises.

Evacuation Procedures

1. Alarm Activation

- If a fire is detected, the nearest fire alarm should be activated immediately.
- The alarm system will alert everyone in the building to evacuate.

2. Evacuation Routes

- All classrooms, library, clinic, playroom, offices, and activity areas have clearly marked exit routes.
- Teachers and staff must lead children to the nearest safe exit promptly and orderly.

3. Assembly Points

- Designated assembly points are located in the open area **outside the main entrance**, safely away from the building.
- Staff must ensure children are gathered and accounted for at these points.

4. Evacuation Committee Members

	Name	Position
1.	Fathima Lafir	Principal
2.	Najwa Ibrahim	Secretary
3.	Shimaa Ahmed	Nurse
4.	Nada Ashraf	Teacher
5.	Huma Naziri	Teacher
6.	Queenie	Assistant
7.	Josephine	Assistant

OUR VISION –

Nurture the Tiny Minds; Cherish the Future.

Our vision is to create a nurturing environment where young minds are cherished, cultivated, and prepared for a promising future. We believe in the potential of every child and are committed to providing the support and opportunities they need to thrive.

5. Responsibilities

- **Teachers/Assistants:**
 - Take the attendance register before evacuation and bring it to the assembly point.
 - Guide children calmly and avoid panic.
 - Conduct a headcount at the assembly point.
- **Admin Staff:**
 - Check common areas, restrooms, and staff rooms to ensure everyone has evacuated.
- **Evacuation Warden (Designated Staff by the principal):**
 - Coordinate the evacuation process.
 - Ensure no one re-enters the building until clearance is given by emergency services.
- **Management:**
 - ❖ Contact emergency services immediately (999).
 - ❖ Liaise with emergency responders and provide necessary information.

6. Special Considerations

- Children with mobility challenges or special needs will be assisted by assigned staff members.
- A dedicated buddy system will be in place for ensuring their safety.

7. Fire Equipment Locations

- Five Fire extinguishers, and alarms are strategically placed throughout the building. Staff must familiarize themselves with these locations.

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Post-Evacuation Procedures

- Conduct a final headcount and ensure all individuals are safe and accounted for.
- Wait for instructions from emergency services before returning to the building.
- Notify parents/guardians immediately after ensuring everyone's safety.

Fire Drills

- Fire drills will be conducted every term to familiarize staff and children with evacuation procedures.
- Drills will be evaluated for efficiency, and necessary improvements will be implemented.

Key Points to Remember

- Remain calm and act swiftly.
- Never re-enter the building for personal belongings.
- Follow the designated evacuation routes.

This plan will be reviewed and updated regularly to ensure its effectiveness and compliance with local safety regulations.

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