



## **FIRE SAFETY AND EVACUATION POLICY**

### **Policy Statement**

Cocoon is committed to maintaining a safe environment for children, staff, families and visitors. We have clear procedures to prevent fire, respond to an emergency and evacuate the premises safely, in accordance with the EYFS and relevant fire safety requirements.

### **Fire Prevention**

Staff will:

- Keep fire exits and escape routes clear and accessible.
- Ensure electrical equipment is used safely.
- Keep flammable materials away from sources of heat.
- Report any fire safety concerns immediately.
- Be familiar with fire exits, the alarm and assembly point.

### **Fire Evacuation Procedure**

If the fire alarm sounds or a fire is discovered:

1. Staff will remain calm and immediately evacuate all children and adults from the building using the safest available exit.
2. Staff will take the attendance register where safe to do so.
3. Everyone will assemble at the designated assembly point: **By St Paul's Church on Edgar Road, Margate.**
4. Staff will check that all children and staff are accounted for.
5. The emergency services will be contacted on **999** as soon as it is safe to do so.
6. Staff will reassure and supervise the children.
7. No one will re-enter the building until authorised by the emergency services.
8. Parents/carers will be contacted as soon as appropriate.

Children who require additional support, including younger children and children with SEND, will be supported according to their individual needs.

### **Fire Drills**

Fire evacuation drills will be carried out regularly and recorded, including the date, time and any actions identified for improvement. Drills will be conducted in a calm and age-appropriate way.

### **Fire Safety Equipment**

Fire alarms and firefighting equipment are maintained in accordance with the arrangements for Cliftonville Community Centre. Staff must not attempt to fight a fire unless trained to do so and it is safe; **evacuation always takes priority**.

### **Recording and Reporting**

Any actual fire or significant evacuation will be recorded and managed in accordance with our **Accident, Incident and Emergency Policy**. Where required, incidents will be reported to Ofsted and other relevant authorities.

### **Staff Responsibilities**

All staff must be familiar with this policy, evacuation routes, the assembly point and their responsibilities during an emergency. New staff will receive this information as part of their induction.

### **Review**

This policy will be reviewed regularly and following any fire, emergency, significant change or relevant change to legislation or EYFS requirements.

**Policy written by:** Management

|                                                     |            |
|-----------------------------------------------------|------------|
| Date policy was written                             | 01/09/2026 |
| This policy is due for review on the following date | 01/09/2027 |