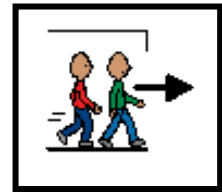


Bathgate Early Years Centre's Fire Procedure 2014 - 2015

Upon discovering a fire, staff in charge should **immediately** activate fire alarm



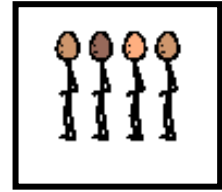
Upon hearing alarm, **all staff, visitors** and **pupils** to leave building through the nearest exit (see below).



Fire Brigade contacted automatically



Staff and pupils line up at assembly point.
Fire Marshall checks building.
Register taken and any missing persons identified to HT.



Do not re-enter building until instructed to do so by fire brigade/HT



Exits -

Main Entrance (door opens automatically)

Exit door - admin corridor

Playground exits

Assembly Point - All assemble on playground area against the walls