Jack and Jill Pre-School

Fire Evacuation Procedure

On Hearing the fire alarm

* Immediately proceed to the designated fire exits
* Manager and Deputy to ensure that the premises are empty and that the register, password and contact details folder and a mobile phone is taken to the assembly point.
* Assembly point – Path near the carpark
* On arriving at assembly point line the children up and carry out a register
* Dial 999 and ask for the fire brigade confirming our address below:

JACK AND JILL PRESCHOOL

Queens Avenue

Bicester

OX26 2NR

* Contact parents to collect the children
* Follow advice from fire safety officer with the fire brigade.