



# Round and Round the Gardens Childcare

*... the natural choice for your child.*

Jack Temple Building . Pyrford Road . Pyrford . Surrey . GU22 8UQ  
01932 355322

Company Director / Nursery Manager  
**Suzanne Filson** BA (Hons) / EYPS  
manager@roundandroundthegardens.co.uk

Company Secretary / Business Manager  
**Andi Hart** Assoc. CIPD MCMI MIPA  
admin@roundandroundthegardens.co.uk

## “**Fire Buddy**” system.

It is our aim that in the event of a fire, all persons, adult and children alike, are able to leave the building quickly, safely and effectively.

Children or adults who may have a special need or disability, will be allocated a **named** ‘fire buddy’ to ensure safe exit from the building. Fire drills will be carried out on a regular basis to ensure that the system works safely and quickly. The procedure will be as follows:

- The fire alarm is raised in the usual manner
- The ‘fire buddy’ immediately locates the adult/child that he/she is escorting from the building
- The ‘fire buddy’ lets the adult/child know that the fire alarm has sounded and that they need to leave the building immediately
- The ‘fire buddy’ then escorts the adult/child from the building to the muster point.
- A head count/register is taken in the usual manner

This policy in no way wishes to take personal rights, freedom and personal choice away from children or adults with special needs or disabilities. However, we feel that it is important that all persons are safely evacuated in an emergency situation.

Naturally, where it is possible, the evacuation process and ‘buddy’ system will be discussed fully and sensitively on an individual basis/need.