

Fire Drill Procedure

When the alarm is raised call emergency services on 999

Staff must evacuate the children through the fire exits that are clearly marked,

One exit being the pre-school messy area

One exit being the baby messy area

If it is a safer option to exit through the main entrance door staff must evacuate children through this exit. The main assembly point for all personnel within the building and grounds would be outside the main gate at the front of the building, on the grassed area.

If due to conditions being unsafe to do this all personnel will assemble at the back of the building on the playground area. I.e, if the fire is at the front of the building or smoke is preventing a safe exit.

Room supervisor to take a head count of their room, signing in and out sheet

The fire board within the pre-school room should be filled out throughout the day by a level 3 staff member and only level 3 staff to be named fire officers

Fire officer 1- raises alarm and blows whistle, collects the main fire board and telephone to dial 999 contact details at the nearest and safest fire exit

Fire officer 2 – indicates where the fire is located and also blows whistle directing everyone to nearest and safest exit

Fire officer 3 – to carry out a final sweep of the entire building declaring the building clear

Date: 2015

Review: 2016