



Fire Drill Policy

- On discovering a fire, raise the alarm & immediately start to evacuate the building using the nearest safe exit. (**Keep your back to the fire!**)
- A Staff member will Dial 999 and ask for the fire service. Do not replace the handset until the fire service confirms our address
- A Staff member will pick up the registers, fire plan, high visibility-vest etc.
- Staff will lead the children out in an orderly manner and should assemble at the designated **Fire Assembly Point**
- A Staff member, will check all areas including toilets, kitchen and baby changing area, and reception and play areas - If this is safe to do so
- Close all doors behind you as you proceed out.
- At the **Fire Assembly Point** check the Tick Sheet to ensure all children are accounted for.
- Account for all staff and any other adult in the building.
- ***Only if you can do it quickly and safely, attempt to put out the fire*** using the appropriate fire fighting equipment, which can be found hanging next to all fire exits. But, **If in Doubt Get Out!**

Fire Drills

1. The fire drill will be held at regular (at least termly) and at random intervals.
2. These will be held regularly but at least once per term regardless of:

Rain, Snow, Frost, Mealtimes, Busy or quiet, Parents or Visitors on site.