

Fire Drill Procedure

Fire drills will be performed for one week each term; this allows all children and staff attending different sessions to practice the procedure.

Pre-school fire marshall - **Matthew Vanes (or the manager)**.

In the event of a fire or on hearing the alarm, please follow the instructions below:

- 1. A member of staff blows a continuous blast on the whistle.**
- 2. All adults and children stop all activity immediately and line up at the nearest/safest fire exit. The exits are clearly signposted and are situated at either end of the building.**
- 3. The fire marshall must ensure they have the pre-school register.**
- 4. A quick head count is done by a member of staff, then the children are escorted from the building. Adults present should be situated among the children. The last person to leave should check the toilets.**
- 5. The children will be taken to the square, where a visual identification and marking off on the register will take place. All staff and visitors, who have signed in, should also be accounted for.**

- 6. If a fire occurs in pre-school, the nearest fire alarm should be broken (this is situated inside the main door to the community centre).**

- 7. Under NO circumstances should anyone return to the building to tackle the fire or retrieve personal effects.**