



FIRE DRILL

When the fire alarm (whistle) is sounded;

- **Keep Calm** – do not unduly upset the children.
- A **practitioner** will position themselves by whichever door is furthest from the 'fire'.
- **Staff** will encourage children to move towards the appropriate exit door and form a line.
- **Volunteers/Student Placement** should quickly, but quietly, encourage the children to join the line.
- The **Early Years Manager** will collect the registers, visitor's book, keys and mobile phone and then help gather the children together.
- As quickly as possible the practitioner at the fire door will lead the children through the appropriate door towards the collection point.
- **All staff** will help the children make their way out of the building to the collection point.
- A **Practitioner nominated by the Early Years Manager** will check that all persons have vacated the premises, including the toilets, kitchen and 'committee' room before joining the group at the collection point.
- A **Practitioner nominated by the Early Years Manager** will remain by the exit point to prevent accidental locking out of the building and to help guide children back inside once the drill is complete.
- The **Collection Point** when exiting at the rear of the building will be by the gate leading onto the adjacent park (in the event of a real fire this will be through the gate and onto the park), and for exiting through the main doors will be by the gate (in the event of a real fire this will be into the public car park)
- Once at the collection point the **Early Years Manager** will take the register to ensure that all persons are present and safe.