

Lilly Brook Pre School - Fire Drill Procedure

Fire Warden Jenna Lindow

Fire officer Chloe Wigley

Deputy fire officer Ashleigh Keel

**Procedure Updated 27/01/21**

Fire Drills will be carried out a minimum of once every six weeks. Due to the differing patterns of attendance of children and staff, dates and times of Fire Drills will be varied to ensure all children and staff take part. A record will be kept to ensure all children have taken part in a fire drill.

**Emergency Evacuation**

In the unlikely event of a fire occurring or a need to evacuate the building quickly, the procedure is as follows.

1. The whistle will be blown, and the exit route will be announced with directions on where to line up. The main fire exit is the front entrance.
2. Fire officer nominates staff to collect if not immediately available the
* Fire rope and bag containing Register and first aid kit (entrance door)
* keys to the building (at staff desk)
* phone box (at staff desk)
1. The children will be given a rope to hold with an adult on the front (Fire Officer) and one on the back end of the rope. If possible staff member in middle.
2. The children will be instructed to hold on to the rope with one hand, so that they may file out in a line and are all kept together.
3. The children will be led to the centre of the car park. One member of staff must be holding the rope at the front and one must be holding the rope at the back.
4. The named fire Warden must check the Back rooms, changing room toilets, bar toilets, bar area, kitchen to ensure no people are present. If safe to do so they should close any doors and windows and Call 999.They then rejoin the children and other people in the car park area.
5. Once at the meeting point, the Fire Officer will carry out a head count of the children and staff.
6. The Fire officer will take the register.
7. Reassure the children.
8. Wait patiently for the fire men to come and assess the safety of all staff and children by monitoring their presence and keeping a state of calm through distraction techniques. Assign any children in need of closer monitoring to a named adult.
9. Parents will be contacted to collect their children.
10. Two members of staff will remain with any un-collected children.
11. No one is to re-enter the building until it has been deemed safe by the fire officers.