

FIRE DRILL

On hearing the fire alarm

- ❖ All staff will be involved in the co-ordination of the evacuation of the children. Evacuation to be by the nearest available fire exit. You should not stop to collect the personal belongings.
- ❖ **Under no circumstances are children to be left unattended at any time.**
- ❖ The Fire officer/senior officer should ask all the children and staff to line up at the fire exit point. This should be an orderly exercise. The senior officer should check the rooms to locate all the children.
- ❖ The fire officer/ senior officer will be responsible for checking that the premises are clear and ensuring that they are in possession of the children and staff register, children's contact cards and the phone.
- ❖ Main room - Children should be escorted quickly and calmly via the fire exit door. Gather at the assembly point by the shop, which is the building opposite the snooker club.
- ❖ Front Garden Area – Children should be taken out through the main gate to the assembly point.
- ❖ Back Garden – Children can also be taken out around the side of the building to assembly point.
- ❖ The Fire officer/senior officer is responsible for carrying out a roll call of staff and children to make sure that no one is left inside the nursery.

**DO NOT ENTER THE BUILDING UNTIL IT HAS BEEN
DECLARED SAFE TO DO SO BY THE FIRE BRIGADE.**

Signed on behalf of the WKN Nursery _____proprietor/manager

**July 2008
Next review date: July 2009**

