



Parkland Pre-school

Fire Drill Procedure

THE FIRE ALARM IS A CONTINUOUS BELL

All staff are clear on safety arrangements for all areas and the children we work with:

- . The location of fire exits**
- . The location of fire extinguishers**
- . The location of first aid boxes**
- . The location of the assembly fire point**
- . The responsibility for contacting the emergency services**

Pre-school building

On hearing the fire alarm staff proceed as follows:

- Calmly, stop the children's activities.
- Line up in an orderly manner and leave the building by the nearest exit.
- Assemble on the school car park at point '22'
- Count the children and check against register.
- A second adult will check the toilets, close the classroom and external doors behind them and leave last.

IF A CHILD IS MISSING FROM YOUR REGISTER INFORM THE HEADTEACHER IMMEDIATELY. DO NOT RE-ENTER THE BUILDING OR LEAVE YOUR CLASS UNATTENDED.

IN THE EVENT YOUR CLOSEST EXIT IS BLOCKED TURN YOUR CLASS AROUND AND PROCEED TO THE NEXT EXIT.

Pre-school has a contingency plan in place in the event of a complete evacuation. If this is the case we will assemble at the sports hall on the site of South Wigston High School. This will also apply in the event of an evacuation in bad weather.

PRE-SCHOOL FIRE PROCEDURES
GUIDELINES FOR STAFF, PUPILS AND VISITORS

FIRE BELL – This is a long ring, which does not stop.

If the fire bell rings the teachers will tell you what to do. Look at the list to see how you leave the building.

Location	Leave by
Pre-school building	Main exit door to Parkland car park

THE FIRST DUTY IN THE EVENT OF FIRE IS TO PREVENT INJURY OR LOSS OF LIFE.

ACT QUIETLY

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT TRY TO PASS OTHERS ON YOUR WAY TO PLACE OF ASSEMBLY

DO NOT RE-ENTER THE BUILDING

Policy written by:	Mrs J Andrews July 2016
Reviewed	Annually
Signed by management	
Signed by chair of governors	