

Policy Name	Fire Drill
Date Issued	January 2012
Author / Owner	Hagbourne Pre-School

Statement of Intent

We believe that the safety of the children is of paramount importance. We make sure our Pre-school is a safe place for children, parents, staff and volunteers

Aim

To ensure that children, parents, staff and volunteers are aware of the procedure in the event of a fire.

Method

A Fire drill is carried out every term and discuss the procedure with the children after every half term. The following procedures are followed:

- The person discovering the fire raises the alarm calls the fire brigade and begins evacuation procedure.
- The person in charge gains the children's attention by blowing a whistle and directs them to the nearest fire exit.
- All adults are responsible for helping evacuate the children from the building.
- The Early Years manager/supervisor brings the register out of the building.
- A designated member of staff will be the last person to leave the building after checking all areas for children and adults.
- All children and adults will meet in the playground area.
- A full register will be taken to account for every person on the premises, both children and adults.
- If necessary the whole group will move further from the building and meet in the car park.

In the case of a real fire or other danger, the above procedure will be followed, and all parents contacted by staff and asked to collect their children. Where possible, emergency shelter will be sought in the village school.

This policy was reviewed and updated (where required) on 17th January 2024 (date)

Reviewed/updated by Sophie Garland (Chairperson)

Reviewed/Updated by Sheila Bayliss (Manager)