

FIRE DRILL (Early Years Unit)

Please read in connection with the school's Fire and Emergency Evacuation Procedures

Action to be taken when the fire alarm sounds:

1. EVERYONE TO STOP WHAT THEY ARE DOING AND LISTEN TO INSTRUCTIONS
2. RECEPTION TEACHER TO LEAD THE CHILDREN OUTSIDE TO THE DESIGNATED ASSEMBLY POINT (By gate leading to main playground).
3. RECEPTION TEACHING ASSISTANT TO CHECK RECEPTION CLASSROOM IS CLEAR OF ALL PERSONS, COLLECT ANY MEDICATION AND CLOSE CLASSROOM DOOR BEHIND THEM. ALSO CHECK CLOAKROOM TO ENSURE NO-ONE IS LEFT BEHIND. ENSURE ANY CHILD NEEDING ONE-TO-ONE SUPPORT IS TAKEN TO THE ASSEMBLY POINT
4. PRE-SCHOOL PRACTITIONER TO ENSURE ANY CHILD NEEDING ONE-TO-ONE SUPPORT IS TAKEN TO THE ASSEMBLY POINT
5. PRE-SCHOOL LEADER/DEPUTY TO CHECK TOILETS ARE CLEAR, COLLECT RED GRAB BAG FROM TOILET DOOR, COLLECT REGISTER AND ANY MEDICATION. CHECK PRE-SCHOOL CLASSROOM IS CLEAR OF ANY PERSONS, EXIT BUILDING CLOSING DOOR AND GO TO ASSEMBLY POINT
6. REGISTER TAKEN TO ENSURE EVERYONE PRESENT
7. FOLLOW INSTRUCTIONS GIVEN BY HEADTEACHER

Note where fire extinguishers are kept