

## Little Saints Community Pre-School

### Fire Drill Procedure

Raise Alarm - Whistle / Shout

Everyone to line up by fire exit to car park or by gate in garden

Staff to evacuate children and visitors as quickly as possible, checking toilets on route and meeting in the designated areas in the car park

Registers & signing in sheets, mobile phone to be taken out

Manager to check hall and leave via church door to warn anyone in the church they need to evacuate

Children to be counted immediately and register called to ensure all children staff and visitors have been evacuated safely

In the event of a real fire, fire brigade to be called and all parents / carers notified.

If necessary children will be taken to the local infant school to wait for collection

### **FIRE DRILLS / CRITICAL INCIDENTS**

#### **Contingency plans:-**



In the event of an emergency evacuation we would take the children to the local infant school and contact parents from there to collect them at their earliest convenience. If medical assistance is required before the emergency services arrive the local doctor's surgery is not far away, or the local pharmacy Boots is across the road.

For all Emergency Procedures, please refer to our policy 6.3 Recording and reporting of accidents and incidents.