

Fire drill procedure

Fire wardens - Clare Mellor & Joanne Roscoe-May

When the fire alarm rings staff and children will make their way to the nearest sign posted emergency exit. One Fire Warden will take the register and the nursery mobile phone with the children's and staff contact details outside whilst another member of staff checks the toilets, playroom and kitchen making sure all children and staff are outside and the fire doors and windows are closed. Once outside staff will walk the children calmly through the play ground and out the black gates assemble in the car park where they will line up against the wall. The register will be taken to ensure all the children and staff are safely out of the building and present. Once the building is fully evacuated staff and children will walk calmly down to the wedding car hire premises where the parents/carers will be telephoned they will stay until collected by parents or carers.

Policy adopted on

Signed on behalf of Little Explorers by