



The Goslings Preschool

Registered Charity No. 1209514

Fire Drill and Evacuation Procedure

Fire Drill

1. Whenever a fire drill is taking place, it is up to the Preschool Manager (or Deputy Preschool Manager) to inform any users of the adjacent church (e.g. volunteers, groups etc) that this will be taking place. The users should be advised of the planned time and procedure of the drill.
2. The Preschool Manager/Deputy Preschool Manager in charge is to blow **three loud short blows of our whistle** to mimic the fire alarm.
3. The Preschool Manager/Deputy Preschool Manager should evacuate themselves and the children through the nearest and/or safest fire door.
4. The Preschool Manager/Deputy Preschool Manager should check the main room, toilets, kitchen area and office, then collect the register, list of children's (parental) contact details and mobile phone and evacuate through the main door.
5. All staff and children should assemble in car park area, away from the building.
6. The register should then be taken, and a head count should be completed to tally with the register.
7. Once this has been satisfactorily completed, all staff and children may return to the building through the main door.
8. Records of all fire drills are kept and must include:
 - Date and time of the fire drill
 - Duration of the fire drill
 - Any problems that delayed the evacuation
 - How many children and adults were present on the day of the fire drill
 - Any further action to improve the fire drill procedure

Fire Evacuation Procedure

1. If the whistle blows or a fire is spotted, the fire drill procedure will be implemented.
2. The member of staff in charge (Preschool Manager or Deputy Preschool Manager), must get another member of staff to call the emergency services immediately, giving the full address and postcode of the preschool. These details can be found on the noticeboard.
3. If it is safe to do so, the person in charge should check the main room, toilets, kitchen area and office, then collect the register, list of children's (parental) contact details and mobile phone and evacuate through the main door.
4. All staff and children should assemble in car park area, away from the building, and await the arrival of the emergency services.
5. Staff will then take the children to the church if safe and appropriate (or use outdoor area away from the building), where parents will be informed and asked to collect their child/ren.

This Policy has been reviewed and agreed by The Goslings Management Team and Parental Committee.