

Stretton Pre-School (Fourfields Site)

Fire Drill

In the event of the discovery of a fire or the 'fire picture' (used for practices), the following procedure must be carried out.

1. The fire alarm must be activated if a fire is discovered, or if the fire alarm rings.
2. On discovery of a fire, the member of staff must also SHOUT 'FIRE' to alert all adults. A whistle must be blown by a staff member to alert children, and then to move to the emergency exit.
3. The person named on the Fire Board is in charge of the emergency procedure and will give instructions to all other adults.
4. Name one person to check Fire Board, to discover location of fire and follow procedures written on the board.
5. Name a second person to check hygiene room and the children's toilets before they exit the building.
6. All other staff must assist escorting the children and other adults quickly and calmly out of the fire exit doors, while checking each area of the room, quickly and safely and proceed to the named assembly points in the school playground.
7. Children should be asked to walk quickly, not run.
8. Pre-school children to form a single line next to the school field.
9. Nominated staff member to count all children and adults calling registers out.
10. Hold the pre-school register high in accordance with the school procedure to indicate all present to head teacher.
11. In a real life situation when all assembled if headcount is not correct and all children are not accounted for a staff member is to alert the head teacher, manager/named deputy in charge so that they can notify the emergency services that they have a child/ren still in the building.
12. Parents will be notified of the incident when safe to do so, the other Stretton preschool setting/management team will help with this also.
13. Head teacher to inform emergency services.

DO NOT RE-ENTER THE BUILDING UNTIL THE ALL CLEAR IS GIVEN

14. If necessary, evacuate to William De Yaxley Junior School or Stretton at Main Street.

Treat all practices seriously. On return, praise and reassure all children as necessary and stress the importance of drills. Carry out regularly, at least every half-term. Practicing fire drills can save lives.

15. A letter to parents should be sent home as soon as possible following any serious incident to inform parents of context of fire evacuation.
16. Following the need for evacuation, the setting management should create a full record of the event. Policies and procedures should be reviewed as soon as possible to identify any areas for potential development.
17. For all Ofsted registered settings, a notification of a significant incident must be made to Ofsted within 14 days (preferably as soon as possible after the incident)