

Stretton Pre-School – Fire Drill (Main Street, Owen Pooley Hall)

1. On detection of a fire, finding a fire picture, the building's fire alarm ringing or a child finds picture and shouts 'fire'.
2. SHOUT 'FIRE' to alert other adults in room. Blow your whistle and move towards the fire exit so the children in the room are alerted towards the whistle and you can direct them out of the building quickly.
3. The person responsible for fire drill will be named on fire board in the room. This person will give directions to all other adults (This person also to collect register if time allows). This person also to collect Emergency bag next to exit. The person in charge will direct staff as follows:-
 - One staff member to check the main toilets in foyer and kitchen area and leave via main door if safe to do so.
 - This person then is to assist with the evacuation of building from Owen Pooley by meeting the evacuation party in the car park.
 - One staff member to ring the fire brigade using mobile phone if safe to do so. If not use own phone if available. Evacuate the building with the children in Austin Hall. If you cannot reach the phone quickly then leave the building and go directly to the Infant School and use their phone.
 - Do not re-enter building but go to designated assembly point.
4. All other staff to assist the children on evacuating the building through the Emergency exit or Main exit as QUICKLY AND CALMLY as possible without causing too much alarm or distress to the children while checking each area of the room, quickly and safely.
5. When all outside escort the children through the car park to the designated assembly point.
6. When all children and adults are assembled here take a headcount to ensure everybody is accounted for (calling registers out), never re-enter the building or put anyone at risk by re-entering the building.
7. 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 manager/named deputy in charge so that they can notify the emergency services that they have a child/ren still in the building.
8. Parents will be notified of the incident when safe to do so, the other Stretton preschool setting/management team will help with this also.
9. In a real fire situation when all assembled and headcount is correct then take everybody to the middle of the Park or take children to the Fourfields site to ensure a safe distance between the fire and you.
- 10. REMEMBER DO NOT RE-ENTER THE BUILDING UNTIL IT IS SAFE TO DO SO.**
11. When the fire drill is complete please reassure the children and praise them for their good behaviour. Explain to them the importance of fire drills.

12. Please treat all practices as real, be sensible and calm - the children will react better to instruction.
13. A letter to parents should be sent home as soon as possible following any serious incident to inform parents of context of fire evacuation.
14. 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.
15. 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)