

## BRANSTON PRE-SCHOOL CENTRE

### FIRE DRILL/EMERGENCY EVACUATION POLICY

On hearing the fire alarm, Staff member 1 will immediately pick up the Fire Grab Bag from their room, consequently leading all children, visitors/students/helpers out of the nearest fire exit point. The Grab Bag will contain a completed register of everyone in the room, keys (Bumblebee room/Ladybird room all day Tuesday and Wednesday afternoon), mobile telephone (Bumblebee room and Ladybird room all day Tuesday and Wednesday afternoon), contact details for all children/staff/students present and any medications brought in to the setting that day.

Staff member 2 will immediately begin a sweep of their room and surrounding area on hearing the alarm, before leaving by the nearest fire exit, closing the doors behind them. Bumblebee room are responsible for checking toilet areas. Once outside the building, the Bumblebee room will contact the appropriate emergency service (Ladybird room all day Tuesday and Wednesday afternoon).

All adults and children will gather at the rear of the village hall car park if using the rear fire exit, or at the front gate on clays lane entrance if using the front exit.

Staff member 1 for each group will call a register of all adults and children present. No-one may re-enter the building until it is declared safe by an attending official (e.g. fire safety officer).

Should children need to be collected in case of an emergency evacuation, they will be escorted to the hall at Rykneld Primary School and parents/carers will be contacted and informed to collect from this venue.

STAFF MEMBER 1:

STAFF MEMBER 2:

STAFF MEMBER 3:

STAFF MEMBER 4:

STAFF MEMBER 5: