



FIRE DRILL POLICY

A fire evacuation drill will be practiced for one week within the school term (x 4 times a year) where everyone present at those times will practice the drill.

- Two teachers will be allocated the roles of **Teacher 1** and **Teacher 2**, putting on the appropriate fire drill coordinator hats.
- The evacuation drill will be initiated by **Teacher 1** calling: **FIRE! FIRE! FIRE!**
- At this call all other teachers/staff will assist children and visitors out of the area they are in and support them to move quickly and calmly to the outside assembly points:
 - Room 1 beside the slide
 - Room 2 beside the sandpit
- **Teacher 1** will gather child attendance register and centre cell phone and then check and clear each area of the building, closing doors and windows.
- **Teacher 2** will assist Teacher 1 to check and clear each area of the building, closing doors and windows.
- Note: In a fire DRILL sleeping children will remain in bed with the teacher responsible for supervising the sleep room remaining with them.
- After clearing the building and joining others at meeting point **Teacher 1** will give Teacher 2 the attendance registers and pretend to call 111 asking for the fire service, giving address and details out loud for children to hear.
- **Teacher 2** will carry out a roll call checking that each child on the attendance register is present and that all teachers are also present.
- When fire drill process is complete **Teacher 1** will let all children and staff know that the drill is over, and it is **ALL CLEAR** to go back to regular activity.

IN THE CASE OF A REAL FIRE, THE FOLLOWING DIFFERENCES WOULD APPLY:

- **Alarms will sound.**
- **Assembly point may vary depending on the location of the fire – Teacher 1 responsible for communicating this to all staff.**
- **The sleep room teacher will get children out of bed and assist them to move outside with other children.**
- **Teacher 1 will dial 111 for real, ask for the Fire Service and give all necessary information (physical address, phone number, potential danger, numbers currently on the premises and any other details such as injuries that may have happened and additional support services that may need be required to attend the Centre)**

Date: August 2024

Review Date: August 2025 (to be reviewed annually)