



Fire drill procedure

In case of a fire the following procedure should be followed:

1. If fire/smoke is detected sound one of the fire alarms near the community room entrance doors or next to the disabled toilets.
2. Staff should organise the children in an orderly line. All staff should help get all the babies carry if possible or in a cot. Staff and children should make their way to the nearest fire exit.

- Bumble bee room – Main nursery entrance
- Ladybird room – Main nursery entrance
- Grasshoppers – Garden door

(if the fire was in the nursery kitchen all use the garden door)

3. The senior staff members should collect registers including emergency contacts along with a telephone if it is to hand.
4. The children should meet at the fire assembly point
 - Bumble bee room - Walk down the side of nursery to the back garden
 - Ladybird room – walk down the side of nursery to the back garden
 - Grasshopper room – Meet in the garden
5. Make sure all children are accounted for, senior staff to do a head count of their children.
6. Phone the fire service for assistance
7. Do not re-enter the building until safe to do so.

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