Fire Drill Procedure

A fire drill will be carried out on a monthly basis to ensure that all staff and children are familiar with the fire evacuation policy. The following procedures will be followed:

- A trained member of staff will sound the fire alarm.
- On hearing the alarm, staff will assist the children to line up at the patio doors leading to the outdoor play area.
- The premises, including the toilets, office, kitchen and foyer will be thoroughly checked by a trained member of staff.
- A trained member of staff will collect the register.
- The staff and children will evacuate the premises and assemble at the designated area, at which stage a head count will be completed.
- In the event of the emergency being a bomb alert, the staff and children will walk to the library, where parents/carers will be contacted.
- In the event that someone is missing at the head count, a member of staff will be designated to search the surrounding area. If there is no success the emergency services will be informed immediately as will the parents/carers.
- On completion of the fire drill, the fire drill will be recorded with the relevant details.

All these procedures will be carried out with maximum efficiency, in order to ensure that the evacuation can be completed within two minutes.

This policy has been adopted by the pre-school committee at a meeting on:

Date:

Signed:

(Chairperson)