

Mitchell Walk Playgroup

Fire Drill Procedure

When the fire bell rings:

- Stop what you are doing and listen.
- One staff member will ask for children to follow them.
- She/He will lead the children through the open fire door, down the steps and out of the small gate into Woodside Junior School playground. The gate has a combination lock on it. If you are not familiar with the number the gate may be lifted off its hinges.
- The other staff member will check the class cloakroom, toilets and kitchen to ensure they are empty and follow with the register.
- When the class is assembled by the gate in Woodside Junior School playground the register will be called.
- The Headteacher of Henry Allen Nursery School (having first checked the building, disconnected electrical appliances and closed doors and windows) will confirm with class staff that everyone is out of the building before allowing the children to return.

The children practice the drill once a term with the alarm.
The children then practice regular with the use of a hand bell.

This Fire Drill Procedure was adopted at a meeting of Mitchell Walk Playgroup held on

Date:

Signed on behalf of the Mitchell Walk Playgroup Management Committee:

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Name:

Role:

To be reviewed on (date):

This Fire drill Procedure was reviewed / updated on

Date:

Signed on behalf of the Mitchell Walk Playgroup Management Committee:

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Name:

Role:

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