

# FIRE DRILL

## STAFF INSTRUCTIONS IN THE EVENT OF A FIRE

1. On finding a fire staff member to raise the alarm
2. Senior member of staff to take responsibility and;
3. Evacuate all children and staff
4. Phone fire brigade
5. Close all doors and windows and switch of all appliances
6. Check no one is left in the building, collect register and telephone handset and join children
7. Keep all children calm and assured
8. Check all children against register and confirm all staff present
9. Do not re enter the building until 'all clear' given. In event of having to close nursery, contact all parents

MEETING AREA- Far side of car park