



Fire Drill Procedure



Fire Alarm: Assist all children/adults in your care quickly and calmly out of the building to assembly points.

5 Whistle's: During Break/Lunchtime = Emergency,
or Fire discovered and alarm activation is not an option.

Class _____ **exit to** _____

via _____

or closest clear exit (see reverse)

- **Take Procedure, Medications, Grab Bags and Register.** Nursery to also take Walkie-Talkie (use channel 13).
- **Close Doors and Windows** on exit if safe to do so.
- **If fire source blocks exit route—take nearest alternative exit.**
- After **assembling in straight lines**, account for all class members and **raise arm to indicate all are present. If anyone is missing**, notify Fire Marshall/SLT immediately.
- **Wait in Assembly Lines** until given further instruction.

Office staff: On evacuation take,

*Staff sign in boards

*Visitor/Student sign in sheets,

*Emergency grab bag

*Walkie-Talkie (use channel 13).

Fire Marshalls/SLT

- **Follow above procedure with addition of sweeping rooms** in your area to ensure no-one is left behind (inc toilets etc).
- You will be responsible to taking a **Walkie Talkie** to update and communicate with others. **All Walkie Talkie's are used on Channel 13.**
- **Close any nearby doors** to ensure access is limited.
- **Share All Clear** with all Safe Zones when it is given.

