

## Little Poppies Fire Drill Procedure

In the event of a fire:-

- Children to be called and lined up by Door No 42 or Outside Door.
- All leave building by main door and proceed to gather by the grass area next to the astro turf pitch.
- If cannot leave through main door, leave the building by outside door and exit through the wooden side gate and proceed to grass area next to the astro turf pitch.
- If cannot go out by the main entrance, leave the building by outside door and exit through the wooden gate by the climbing frame and gather in the middle of the football pitch.
- Last adult to leave should do one last inspection of indoor and outdoor areas and leave the premises with phone, register and child details folder.
- Once gathered, designated Fire Person (Sarah Wilson) to take register.
- If given the all clear by the Fire Services, proceed to enter back into the building, retake the register and fill out the relevant paperwork.
- If not given the all clear, call all parents/carers and have children collected.
- Regular practise fire drills to be done morning and afternoon at the beginning of each term and when a new child/staff starts.