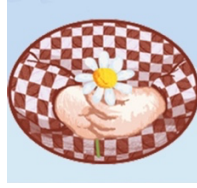


Stone Bay Montessori and Beach School



Fire Drill Policy and Procedure

DESIGNATED FIRE OFFICER: Estela Collado:

It is the role of the Fire Officer to organise fire drills to take place every half term alongside the manager. They must make note of the time the whistle is blown to reflect on the time taken to exit to improve practice.

At the sound of the fire whistle all teachers and children should stop what they are doing and congregate in an orderly fashion at the front door, ensuring children are walking, not running for safety. The first teacher at the front corridor should open the garden exit door to allow the children in the garden access to the front door. The teacher on garden duty must close the main door to the hall to ensure all children in the garden go to the fire exit door and NOT back into the main hall. When three teachers are at the front door **IN FRONT OF THE CHILDREN** the first teacher must open the door and stand in the road for safety and the second teacher is to lead the children over to the enclosed area, 'church square' straight over the road where the register can be taken. The third teacher must follow behind ensuring the safety of the children. Once the children have been safely guided into Church Square the third teacher is then to do a quick headcount of the children once they have joined the group as soon as possible in order to establish as quickly as possible if there is someone missing.

Laura or in her absence Lisa must collect her iPad and WIFI box so that the register can be taken once ready. They must head straight out to start taking the register as quickly as possible. Estela or in her absence Kath or Karen will check the jubilee room, storage room, kitchen, main hall, toilets and garden areas and close all fire doors as they exit towards the main door once each room has been checked.

The front door to the building **MUST REMAIN ON LATCH** and be left open to ensure that we can get back into the nursery after the drill or should someone still be inside during a real fire so that they can be rescued.

When returning back to nursery after the fire drill three staff members must lead. One staff member must remain in the road and signal when it is safe to start guiding the children back in. The other two members of staff must lead the children to the nursery. One member must remain at the main door counting the children in to ensure we have everyone and the other must go into the hall with the children to maintain their safety. The last member must ensure the door is locked upon completion.

In the event of a fire blocking the front door - At the sound of the fire whistle all teachers and children should stop what they are doing and congregate in an orderly fashion at the garden gate, leading to the old school mews passageway. The teacher closest to the gate will use the safety hammer attached to break open the safety glass, retrieve the key and unlock the gate. All staff are then to follow the above.