

The Willows Preschool

Fire drill procedure and emergency/contingency policy



The Willows fire drill procedure

- The fire alarm sounds – we also follow the school fire drill as appropriate.
- The fire board indicates the person in charge will delegate and assume responsibility.
- Preschool staff will supervise the children, leaving the classroom by the appropriate exit, closing the door when the last person is out.
- Proceed quickly (but not running) to the line-up point in the PLAYGROUND.
- Keep noise to a minimum.
- Do not stop or return for any belongings.
- The register will be called at this point
- After the fire drill, the children and staff will return to the classroom.
- If it is impossible to return, the emergency evacuation procedure will be utilised.

Emergency/contingency policy

The Willows aims to ensure that at all times the children will be kept safe.

Evacuation procedure

- In the event of a fire or other evacuation procedure affecting either the school or preschool, all staff and children will be evacuated from the premises.
- Staff are responsible for adhering to the fire drill procedure, and will take emergency contact bag with them.
- In the event that they are not allowed to return to the building, children will be taken to the Peace Memorial Hall, Southwick Road, North Bradley and kept safe until a parent/carer can collect them. This is the same place for the children of the school, therefore we ask parents to adhere to requests by the Head Teacher of the school (Mrs O'Brien) who will co-ordinate the evacuation on behalf of the preschool.

- In these circumstances, we strongly recommend that parents/carers do not attempt to use Church Lane, but park in the neighbouring streets and walk to the meeting place.
- In the interests of safety, children will only be released to a person named on their registration form. If another person has to collect them, they will need to provide photographic identification, e.g. a driving licence or passport.
- The emergency evacuation will be practiced in conjunction with North Bradley School.