



## Fire Drill Procedure

### Fire drills/practice fire drills.

Growing Patch will carry out a weekly test on our fire alarm system. This will involve the alarm sounding for a short period of time. Staff do not need to evacuate the building unless the alarm continues to sound.

We will carry out monthly practice fire drills and this will be on different days and at different times, staff will not be informed in advance about when these will happen. It is staff's responsibility to follow the procedures below in the event of the alarm sounding.

### Discovering a fire.

If any member of staff discovers a fire, then they **MUST** immediately sound the fire alarm and follow the evacuation procedures.

### In the event of fire alarm sounding.

- A full evacuation to be carried out immediately (Please see evacuation procedures detailed on page 2)
- Manager/person in charge to check fire alarm unit, to discover what zone fire has been detected.
- Manager/person in charge to investigate the zone where the alarm unit has detected a fire.
- Manager/person in charge to inform senior staff what area is being investigated.
- Manager/ person in charge will report findings to staff.

### If false alarm.

- Manager/person in charge to reset the fire alarm.
- Staff/ children to re-enter the setting.
- Manager/ person in charge to record the false alarm/practice drill.

### Available Fire Exits

- Main setting entrance/exit door. This is the fire exit that all rooms will use if accessible, if not then they must use the next nearest available fire exit. All staff and children will meet in the front garden area until management confirms that it is safe to re-enter the premises.

- Back door of kitchen to back garden.
- Side door to back of hall.