**CAPEL PRE-SCHOOL** Reg Charity No: 271366

Capel Village Hall, Falmouth Place, Five Oak Green, Tonbridge, Kent TN12 6RD

01892 833363

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FIRE DRILL

In the case of a fire, the whistle is blown twice.

All children must walk quickly and quietly to the staff member who blew the whistle, who will be responsible for collecting the register and leading the children outside to safety. S/he will remain there with the children. When a place of safety has been established, a head count of children and adults present will be taken. A staff member will take the emergency bag and medication box.

The Supervisor/Deputy will dial 999 to alert the Fire Brigade for assistance at:

## Capel Village Hall, Falmouth Place, Five Oak Green TN12 6RD

All other helpers, student’s parents/visitors are to leave the building at the time the whistle is blown, with the children. All children must be led out by staff member whilst in the care of the Pre School setting.

The Supervisor/Deputy will look around the Main Hall and Committee Room and then the Supervisor/Deputy will then check the toilets, kitchen and hall cupboards, ensuring no children or adults are present. Whilst exiting the building to join the others, the Supervisor/Deputy will collect the signing in book from the hall table and a mobile phone if possible.

All staff, parents, students, visitors and children must meet outside in the car park, away from the building, whilst the register and the signing in book are checked.

No one is allowed to return to the building until the Fire Brigade gives the Supervisor /Deputy the ‘all clear’.

Policy adopted Autumn 2021

Date to be reviewed: Will be reviewed every three years or earlier if necessary

Signed on behalf of management committee

Alison Smith

Name of signatory ALISON SMITH

Role of signatory (e.g. chair) Administrator

This policy will be reviewed in Autumn 2023