



# Little Blossoms Preschool



**Policy for Emergency Evacuation (Fire Drill)**

Drafted by: A Carr Date approved by CEO: January 2021

Responsible person: A Carr Scheduled review date: January 2022

In the event of a fire or the need to evacuate the building, all children must be taken out calmly and quickly as possible to the designated assembly point.

Fire drills will also be carried out on a monthly basis and will be recorded with dates, no of children and staff and evacuation times noted.

When the alarm sounds the staff are responsible for the following:

- Organise the children in an orderly manner in crocodile fashion, one behind the other.
- The Manager will check the building is empty, collect the registration file and the telephone for contact with the fire department.
- Staff will escort the children out of the nearest fire exit.
- The children will convene in the car park at the fire assembly point.
- The fire department will be contacted, if they had not already contacted us.
- No member of staff will be permitted to return to the building until the fire department verify it is safe to do so.
- Staff are responsible for the children until the parent/carers arrive to collect their child.

NB in the case of the building not being safe to re-enter, any remaining children will be taken to the New Heart Ministries Church sanctuary.

Signed:  
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(On behalf of the management team)

Signed:  
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(By the manager)

Date:  
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Reviewed on:

Date: ..... Signed: .....

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