

Fire drills are practised once a term at RGBDN

Fire Drills

In the event of a fire breaking out in the nursery and on the sound of the fire bell:

- Staff will gather the children by the double doors in each room.
- If outside playing children will gather by fencing in their own playgrounds.
- Once a head count has been done and the room has been checked children will be led in pairs to the emergency evacuation point.
- The babies and younger toddlers will be taken out in prams or evacuation cots.
- The baby room exits from their conservatory to the front of the building across the carpark to the school playground.
- Once here the register will be called for both staff and children.
- Wait for further instructions from the manager.

Staff to take with them:

- Daily register with times of children entering and leaving the nursery.

Administration and General Staff

These staff will on the sound of the bell:

- Report to either the Baby or toddler room to help carry children.

Office staff to take with them:

- Computer backup
- Staff, visitors and students signing in books

The manager or deputy in her absence will be the last to leave as all rooms will be checked before joining the group on the school playground. If the fire spreads children will be taken to the school hall. Please refer to our emergency evacuation procedure.

This policy was updated and adopted on

Date: _____

Signed on behalf of R.G.B.D.N: _____

