



Fire Drill Policy



Designated Fire Officers

All staff members have been fire trained to deal with the event of a fire.

The supervisor, Dian Beech, is the nominated Fire Officer for Culmstock Preschool Playgroup. If she is not present the acting supervisor will perform fire officer duties:

Jane Buckingham
Jane Green

Fire Drill

The Supervisor will sound the whistle 3 times to alert everyone to an emergency.

- Assemble all children and adults quickly but calmly to the nearest safe exit, and out onto the grass in front of the Methodist church
- The assistant supervisor will be the last person to leave after checking no one is still in the building or toilet and then close the doors.
- The supervisor will call the register, whilst one staff member counts the children and adults.
- Return to the building if it is safe to do so

In a real fire

- The supervisor will lead the children and adults safely across the road to the far side of the Culm valley pub car park and ring 999
- All parents and carers of the children will be contacted to collect their children
- Staff will remain with the children until all children have been collected by a parent or carer

The named fire officer is responsible for maintaining fire logs, ensuring drills take place, that equipment gets checked by Devon and Somerset fire and rescue and to make sure everyone is out and correct procedures/policies are in place.

For Further Advice, e.g. on where equipment is placed or whether they need to be shown how to use equipment (it may be a case of get out and stay out and not attempt to use equipment) call the fire safety helpline on 01392 872288.

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