



APPLE TREE DAY NURSERY

Emergency Drill Policy and Procedure.

If you discover a fire or emergency situation i.e.; gas leak, you must immediately;

- * Raise the alarm by breaking the nearest fire alarm glass.***
- * Warn everyone in the vicinity of the fire or emergency situation.***

DO NOT TRY TO EXTINGUISH A FIRE UNLESS;

- * The fire is small and contained.***
- * You are confident in using the fire extinguisher s provided.***
- * THERE IS NO PERSONAL RISK.***
(If there is any risk involved, leave the fire well alone and get out of the building.)

If you hear the fire alarm;

DO NOT PANIC.

REMAIN CALM.

Tell the children in your care what the noise is and explain to them that we must walk outside quietly and quickly.

Only students and volunteers counted in the ratio have a responsibility to get the children out of the nursery safely. Students and volunteers that are not counted in the ratios must get themselves out of the nursery safely.

The senior member of staff who is supernumerary is responsible for;

** Taking a phone and the nursery register to the fire assembly point.*

** Assisting the baby room staff in getting the babies out safely.*

THE FIRE ASSEMBLY POINT IS;

The nursery allocated parking spaces in the City Boys School car park.

Reviewed and agreed

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Next review

date.....1.1.2016.....

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