

**Elinor Warner (Head Teacher)**

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[**www.hightersheathnursery.org.uk**](http://www.hightersheathnursery.org.uk)

**FIRE PROCEDURE**

**UPON HEARING THE ALARM**

Persons in charge of classes or groups will gather the children in an orderly manner to the nearest exit route from the fire. Staff and children will walk out, without holding hands with anyone else.

The children’s medicine box – stored in the staff room – should be taken out with the children.

Registers must be filled in and returned to the office first thing after registration, both morning and afternoon. They will be returned to staff at lunchtime for registration. The office/teaching staff will bring the registers out of the building along with the visitors’ book and the telephone. If the alarm goes off during registration then group leaders must bring the registers out with them.

Group leaders will assemble their groups outside on the front grass area. When all of the children are assembled the register will be taken immediately and any findings reported to the Head Teacher.

The Head Teacher, upon hearing the alarm, will check all of the rooms to ensure they are clear and will shut the door once clear. The Fire Marshall will do this if the Head is unavailable.

Office/teaching staff will dial 999 in the event of the alarm going off when it is not a fire drill.

Staff must wait to be informed by the Head Teacher as to when it is safe to re-enter the building.

A debriefing will be held with staff to address any areas requiring improvement after the drill, as a risk assessment.

**FIRE FIGHTING MUST ALWAYS BE SECONDARY TO SAFETY**

*\*During some practices, hazards will be put in the way of exits in order that staff have to practice using different routes.*