

## **FIRE EVACUATION PLAN**

- **Blow Fire Whistle** (one in each room near window/one in garden near blackboard)
- **Dial 999 and notify main school**
- **Manager collects Register (Ipad) & Emergency Bag**
- **Deputy Manager checks all rooms and garden**
- **Deputy closes windows and doors before exiting**
- **All children and staff assemble near pool wall**
- **Wait until the Fire Officer confirms it is safe to return**
- **If the evacuation takes too long, proceed to the church and the manager and deputy should post an emergency information on family and start calling parents to collect the children.**
- **Report, log and make the necessary arrangements once the children are safe.**

**To ease the children's potential anxiety and stress related to fire drill:**

**Fire drills are conducted at least twice a term, and introduced to the children through age appropriate discussions and videos.**