



## Fire Drill Procedure

### COORDINATORS - Tamara Tucker & Arlin Espela

1. The coordinator alerts staff and children with the fire bell and phones the fire brigade (following the 'In the Event of a Fire Emergency' Procedure)
2. The coordinator collects the mobile phones and emergency contact file
3. The coordinators calmly lead the staff and children to the appointed assembly point
4. The coordinators along with the Nurse check all of the classrooms and outside buildings to make sure everyone is out
5. Once the staff and children are gathered at the appointed assembly point the staff and children's registers are taken to ensure all are present

### DEPUTY COORDINATORS - All Teachers

1. Upon hearing the fire bell the teachers should line up the children as quickly as possible ensuring all children are accounted for
2. Before leaving the classroom, the teacher should collect the register (either digital or manual)
3. The teacher should lead the children out to the assembly point, ensuring they remain calm
4. Once at their class assembly point the teachers should take the register to ensure that all children and staff are accounted for
5. Teachers should notify the coordinators of their class totals

### MARSHALLS - All Assistant Teachers and Classroom Assistants

1. All assistant teachers and classroom assistant should act as Fire Marshalls assisting the children out of the building.]
2. Before leaving the classroom Fire Marshalls should ensure that the room is empty of children and staff.
3. Should a class teacher be absent when the fire bell is sounded, the assistant teacher should take over the Deputy Coordinator role

STAFF SHOULD REMAIN CALM AT ALL TIMES, ENSURING THE CHILDREN ARE LEAD TO FIRE ASSEMBLY POINT SAFELY AND QUICKLY