



Ribbons Fire drill procedure



On discovering a fire:

- Calmly raise the alarm by breaking the alarm glass
- Immediately evacuate the building under guidance from the manager on duty
- Using the nearest accessible exit lead the children out, assemble in the car-park at the front of the building
- Close all doors behind you wherever possible
- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for
- Wait for emergency services and report any unaccounted persons to the fire service/police.

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the manager of your location and the identity of the children and other adults with you.
- Keep all fire doors closed tight

Jo Watkins-Freeman is to:

- Pick up the children's register, mobile phone, keys and visitor book (containing emergency contacts list)
- In the fire assembly point area – (in the carpark) check the children against the register
- Account for all adults: staff and visitors

Kate Watkins-Freeman is to:

- Sweep the building for any children that have not exited – check all rooms and toilets

The Deputy Manager is to:

- Telephone emergency services: dial 999 and ask for the fire service
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

The Manager is to:

- Lead the quick evacuation of the building by all staff and children.

Katarzyna Koprowska is to:

- Ensure any vulnerable children are able to exit quickly and safely.

Sarah Sheppard is to:

- Ensure Jackson Skolasis-Joyce is able to exit quickly and safely.

Chloe-Lou Thomas is to:

- Ensure Mason Cooper and Tobias Cho are able to exit quickly and safely.

All other staff are to:

- Enable quick evacuation of the building by all children.

Remember

Do not stop to collect personal belongings on evacuating the building

Do not attempt to go back in and fight the fire

Do not attempt to go back in if any children or adults are not accounted for.