



Fire Drill Policy & Procedure

Preparation

- **Drill Schedule:** Conduct fire drills **once per month**, at varying times.
- **Staff Roles:** Assign roles such as:
 - Lead Evacuation Coordinator
 - Child Count Monitor
 - First Aid Kit Carrier
 - Door Checker (to check rooms and bathrooms)
- **Evacuation Map:** Post clear evacuation routes and assembly point information in each room.
- **Emergency Kit:** Keep a grab-and-go emergency kit near the exit, including first aid, child info sheets, and emergency contact numbers.

During the Drill (or Actual Fire)

Alarm Sounds

- Immediately stop all activities.
- Reassure children in a calm, firm voice.
- **Evacuation**
 - Gather children quickly and calmly.
 - Do not stop to collect personal belongings.
 - Infants/toddlers should be placed in evacuation cribs or strollers as planned.
 - Use the **primary evacuation route** unless unsafe—use the secondary route if needed.
- **Headcount**
 - Take the attendance sheet/register and do a quick count before leaving the room.
 - Check all areas (toilets, nappy changing, play areas) to ensure no child is left behind.
- **Exit the Building**
 - Close doors behind you to slow fire spread.
 - Proceed to the **designated assembly point** outside, away from the building.
- **Final Headcount**
 - Conduct a full roll call using the register.
 - Immediately report any missing child to emergency services.

After the Drill

- **Wait for "All Clear"**
 - Return only once the building has been cleared by the fire service or drill leader.
- **Debrief with Staff and Children**
 - Praise children for calm behaviour.
 - Discuss what went well and what can be improved.
- **Document the Drill**
 - Record:
 - Date/time of the drill
 - Number of children and staff present
 - Time taken to evacuate
 - Any issues encountered

Staff Training

- All staff should receive annual fire safety training.
- New staff must be briefed on fire procedures during orientation.
- Conduct occasional surprise drills to assess readiness.