



The Village Hall, Barking, Ipswich, IP6 8HP  
Tel: 01449 721634  
email: info.barkingpreschool@aol.co.uk  
Registered Charity No: 1159369

### **Fire Drill and Emergency Exit Plan**

1. Three short, loud blasts of the whistle (located with the register on the table by the kitchen hatch)
2. All staff are to ensure that all children (and any visitors) STOP what they are doing immediately and stand still.
3. All staff will ensure that all children (and any visitors) exit the building through the nearest fire exit and are taken to the allocated meeting point by the main gate to the car park. Staff will ensure that all children are supervised at all times.
4. The Manager; or in their absence, the Deputy or other allocated staff member will collect the register, children's file and visitors log so that the register can be called at the meeting point to ensure that everyone is accounted for.
5. The Deputy; or in their absence an allocated member of staff will:-
  - a. Sweep the main hall, toilets, kitchen area and storage cupboard to ensure that all children and anyone using the hall has exited the building.
  - b. Call the appropriate emergencies using a personal mobile telephone.
6. Fire drills should be carried at least once every term.
7. In the event of a real fire, staff will follow instructions given by the fire service concerning a safe place for children to be collected from.

Signed .....  
Lead Trustee

Dated 16<sup>th</sup> March 2022