

<b>FIRE DRILL CHECK LIST - SCOUT HALL</b>	
<b>1.</b>	<b>THE FIRE OFFICER (LEADER – DEBORAH CAMPBELL OR DEPUTY TANYA FISHER) WILL SOUND THE WHISTLE TO ALERT EVERYONE TO THE FIRE DRILL. SHE WILL PROJECT A SENSE OF URGENCY WITHOUT FRIGHTENING THE CHILDREN</b>
<b>2.</b>	<b>SHE WILL ASK THE CHILDREN TO LINE UP BY THE FIRE EXIT OFF THE MAIN NURSERY HALL – THIS IS DEPENDENT ON WHERE THE FIRE IS AND WHICH WILL BE THE SAFEST EXIT.</b>
<b>3.</b>	<b>SHE WILL PICK UP THE FIRE/EVACUATION RUCKSACK AND REGISTER (RED PEN AND WHSTLE IN SIDE POCKET) WHILST THE CHILDREN ARE GATHERING SHE WILL INSTRUCT AVAILABLE STAFF AS FOLLOWS:</b>
<b>4.</b>	<b>FRONT OF LINE: LEADER (DEBORAH CAMPBELL) AND DEPUTY (TANYA FISHER). DEPUTY HAS FIRST AID BOX</b>
<b>5.</b>	<b>MIDDLE OF LINE: (EITHER SIDE): SUE JENNINGS AND ADRIENNE JENKINGS</b>
<b>6.</b>	<b>BACK OF LINE: SONI ZALA AND SUSANA FERNANDEZ GALLEGO</b>
<b>7.</b>	<b>SONI AND SUSANA CHECKS EVERYONE HAS VACATED THE BUILDING (THIS INCLUDES CHECKING UPSTAIRS MEETING ROOMS, TOILETS, KITCHEN AND TOY CUPBOARD).</b>
<b>8.</b>	<b>MICHELLE WILL USE THE NURSERY MOBILE PHONE TO DIAL 999 AND ALERT THE FIRE BRIGADE (PRETEND IN THE DRILL) AND TELL THEM OUR ADDRESS WHICH IS:  THE KINSBOURNE COMMON NURSERY AND PRE SCHOOL, SCOUT HALL, KINSBOURNE GREEN, LUTON ROAD, HARPENDEN AL5 3QE</b>
<b>9.</b>	<b>THE CHILDREN WILL BE COUNTED OUT OF THE NURSERY AND ASKED TO GATHER AT THE FAR END OF THE COMMON AND WELL AWAY FROM THE SCOUT HALL</b>
<b>10.</b>	<b>THE LEADER/DEPUTY WILL CALL THE REGISTER FOR ALL ATTENDING CHILDREN AND ADULTS</b>
<b>11.</b>	<b>ONCE ALL PRESENT AND CORRECT, THE CHILDREN WILL BE PRAISED AND ASKED TO RETURN TO THE NURSERY TO RESUME THEIR PLAY. THEY WILL BE COUNTED BACK INSIDE</b>
<b>12.</b>	<b>THE LEADER (OR DEPUTY IN HER ABSENCE) IS RESPONSIBLE FOR</b>

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	MAINTAINING THE FIRE DRILL RECORD BOOK. SHE WILL RECORD THE DATE, LENGTH OF THE DRILL, AMOUNT OF PEOPLE INVOLVED AND ANY PROBLEMS THAT AROSE. THIS WILL BE USED TO IMPROVE FUTURE FIRE DRILLS
13.	WHEN CONSIDERING THE FIRE DRILL IT MAY BE USEFUL TO VARY THE POINT OF ASSEMBLY, AS WE CAN NOT FORESEE WHERE A FIRE MAY BREAK OUT.

**NB: IN THE EVENT OF STAFF ABSENCE, LEADER OR DEPUTY WHOEVER IS PRESENT AT THE TIME) WILL REALLOCATE STAFF APPROPRIATELY AND BEFORE THE NURSERY SESSION BEGINS**