



## **Triangle Pre-School**

Wesley Methodist Church Hall, Fromond Road, Winchester, Hampshire, SO22 6EG  
Telephone 01962 880988  
Registered Charity Number: 1033953

### **Fire Drill Procedure**

In the event of **A Fire Drill or real Fire** the Health and Safety officer Susan Witt (Rachel Rushe on Tues pm and Fri pm) will ring the fire bell and call the fire services using the setting mobile phone located on top of the piano in the hall.

ALL REMAINING STAFF will gather the children calmly and quickly to escort them out of the building using the appropriate fire route as outlined below, to the designated meeting points.

The Health and Safety Officers' duty is to then collect registers and the information file containing children's contact details before exiting the building with the children and staff.

The on duty Manager – Rachel Skinner (Naomi Pettigrew / Alison White on Wednesday) will be the last to leave the setting having done a search of the building to ensure no adults or children remain and closing all fire doors to signal the room has been checked.

Once all children and staff are together, the duty Manager shall call the register and take a head count to ensure all are present. In the event of a real fire parents will be contacted and children will remain under the care of the Pre-School staff until parents arrive.

**ALL STAFF SHOULD KNOW LOCATIONS OF FIRE EQUIPMENT AND ITS PROPER USE AND FIRE EXIT DOORS AND FIRE EXIT ROUTES.**

#### **FIRE EXIT ROUTES**

The following routes are to be used depending on the starting point of the fire.

If the fire is in the church or garden area, children will be taken into the hall and through doors to the fire exit located near the Utility room, children's toilets and around the building to the car park and then across the road to the green.

If the fire starts in the kitchen area the children will be taken from the hall into the garden and will then exit through the gate. Children will then be walked along the footpath by Boots/Doctors car park and across the road to the green.

The key to the garden gate is located hung up on the left hand side of the Fire Exit Door in the main hall.