



BARNFIELDS EXTRA

BEFORE AND AFTER SCHOOL CLUB

FIRE DRILL

In the event of a fire the staff and children must follow the following procedures:

The manager or a member of staff will take the register and lead the children through the outside door to assemble on the playground, whilst another member of staff checks that rooms in use and toilets are empty.

As soon as the children are outside the manager or a member of staff will check that all the children marked on the register are present.

If a child is missing and if it is safe to do so the manager or a member of staff will re-check the premises. In the event of a real fire the emergency services would re-enter the premises to check for a missing child.

In the event of a real fire the emergency services would be contacted immediately.

The children's safety is of paramount importance.