



Tilbury Nursery,  
Potters Bar United Reformed Church,  
Darkes Lane, Potters Bar,  
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Manager: Mrs Daniela Drozd  
Nursery Mobile: 07854 843125

## **FIRE SAFETY PROCEDURE**

A fire drill takes place every half term.

Each morning every child places their name card into a box which acts as a register of attendance.

An official register is taken once the door has closed at 9.15am.

### **IN CASE OF FIRE**

The Alarm sounds. Evacuate children and visitors via the fire doors.

Children immediately stop what they are doing, line up calmly in an orderly fashion, and evacuate to the nearest safest escape route.

Once at the Assembly Point (which is located at the rear of garden by large outdoor store - an assembly point sign is visible) all children are encouraged to line up in groups with the relevant Key Worker.

Each child is given their own name card to check no-one is missing.

The teacher-in-charge is to re check by calling names from the register. The key worker will retrieve the name cards one at a time and the children will sit once they have given their name card. This will highlight children missing. In the event of a fire no-one is allowed to re-enter the building until told to do so by a relevant safety officer.

### **STAFF RESPONSIBILITIES**

Teacher in charge to phone fire brigade and to keep Nursery mobile on her at all times.

Deputy to lead children outside safely.

The Key Worker located in the Area A to pick up name cards and register, and take latch off Nursery door leading into corridor.

The Key Worker located in area B to check toilets, kitchen, unlock gate and collect any stragglers.

Only re-enter building once we are given the all clear.

This policy was adopted at a Management Committee meeting of Tilbury  
Nursery

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the Man-  
agement Committee

Name of signatory

Role of signatory