

## LADYBIRD MONTESSORI FIRE PROCEDURE

It is important that all adults and children know what to do in case of a fire on the premises, to be able to act calmly and exit the building.

The person who discovers the fire should ring the fire bell breaking the glass .

1. Everyone will stop what they are doing, stand still and listen for instructions.
2. The person in charge will tell the children to move towards the door and line up with a teacher. The children are counted out of the door and grouped together under the football covered area.
3. The person in charge will be last to leave the building ensuring all staff and children have left the building first.
4. The person in charge will collect the register, red box and phone.
5. The person in charge will join the other children and staff and call the register to ensure that all the children are present .A teacher will call the Fire brigade.
6. No one will re-enter the building until it is declared safe.
7. Teachers will answer children's questions and reassure children who may be disturbed by the fire.

A record will be kept of the date and time of all fire practices and this will be checked by the nursery manager.

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