

FIRE DRILL

**Greenbank Preschool, Greenbank Church
Braidburn Terrace, EDINBURGH EH10 6ES
TEL:0131 447 9969**

A ON DETECTING FIRE

- 1 SOUND THE ALARM (siren)
- 2 DIAL 999 TO CALL THE FIRE BREGADE giving location and type of fire
- 3 PUT IT OUT IF SAFE TO DO SO using appropriate type of extinguisher or fire blanket
- 4 DO NOT TAKE PERSONAL RISKS (except to rescue colleagues or children)

B ON HEARING THE SIREN

- 1 CLOSE ALL DOORS AND WINDOWS as you leave the room and close any internal fire doors
- 2 LEAVE BUILDING in an orderly manner by nearest safe route. Do not return to building until told to do so
- 3 WAIT AT THE DESGINATED ASSEMBLY POINTS FOR FURTHER INSTRUCTION

C ASSEMBLY POINTS

- 1 PRESCHOOL HALL: our main exit is door 2 but use door 1 when appropriate

D RESPONSIBILITIES IN THE EVENT OF FIRE

- 1 PERSONS RESPONSIBLE for calling FIRE BRIGADE, EVACUATION and checking REGISTER: **MRS KATE HUMPHREY**, Mrs Julie French or other staff members if the aforementioned are absent
- 2 EVERY MEMBER OF STAFF AND ALL PARENT HELPERS MUST KNOW: where the nearest fire alarm is; where the nearest fire fighting equipment is and how it works; the safest exit from their room and the building, where the nearest assembly point is.