



## **FIRE DRILL - Library/Hall/Aspen**

**Line up quietly at the door leading to the Hall, if not possible, line up at the door leading to reception toilets.**

**Fire Marshalls: (Sian Burrage)**

**Fire Marshalls to check Reception Toilets and surrounding areas.**

**Manager/Deputy take a quick headcount.**

**Manager/Deputy pick up Register and Phone.**

**Exit through the middle gate and along walkway in front of school to the Side Playground. (single file)**

**Manager/Deputy call Register.**

**All children to remain in single file.**

**When register has been called, hold register in the air for all to see fire drill is complete.**



## **FIRE DRILL - Playground**

**Line up quietly at the double gates when alarm sounds.**

**Fire Marshalls: (Sian Burrage)**

**Fire Marshalls to check Reception Toilets and surrounding areas.**

**Manager/Deputy take a quick headcount.**

**Manager/Deputy pick up Register and Phone.**

**Exit through the middle gate and along walkway in front of school to the Side Playground. (single file)**

**Manager/Deputy call Register.**

**All children to remain in single file.**

**When register has been called, hold register in the air for all to see fire drill is complete.**