



Beehive Fire Drill Policy

The Children will practise how to remain calm and alert on hearing the fire bell.

When the bell rings:

1. Children stop and stand still in silence.
2. Adult tells the children to line up at the door nearest the playground (unless unsafe to do so.)
3. Adult closes windows and other outer door, closes side door into kitchenette.
4. Children walk silently in single file, to assembly point with an adult (playground). Children with Physical disabilities must be accompanied by their one to one adult.
5. Manager/Supervisor brings out register and closes the outside door.
6. Manager/Supervisor calls the register.
7. During Holiday club the Manager asks nominated person to call the Fire service. On arrival the Manager will liaise with fire service.
8. The manager will inform the Head teacher at the earliest, safe opportunity.
9. Children wait quietly until the all clear is given.

If the alarm sounds during the hours of 7.30am -6.00pm the same procedure applies up to point 6. The staff in the main school will call the fire service and the most senior member of staff on site will liaise with Beehive manager/supervisor and the Fire Service.

Policy revised Beehive Manager January 2019

To be reviewed January 2021