

2 Fire Safety Policy and Procedures

2.2 Fire Drill Procedure

Alongside associated procedures in 2.1 to 2.2, this policy was adopted by You and Me Pre-School on 8th December 2025 by the Committee.

The following procedure will be followed upon the discovery of a fire.

1. The person who discovers the fire is to blow the whistle 3 times. The whistle is located on the wall next to the kitchen door.
2. All adults are to move the children into a calm, single file line by the first exit.
3. The Pre-School Manager or Deputy is to pick up a mobile phone and the register and be the last person out of the cabin to check everyone has left.
4. Members of staff are to guide the children out of the cabin, through the small gate directly opposite the cabin door and to the end of the church garden and through the double gate at the end, onto the village green (the Assembly Point).
5. One member of staff is to call 999 whilst the Manager or Deputy calls the register.
6. In the event of an actual incident, re-entry to the premises is NOT allowed with the explicit prior approval of the Emergency Services Controller.