**Fire drills / practice fire drills**

Kush Montessori will carry out twice termly test on our fire alarm system. We will carry out termly practice fire drills and this will be on different days and at different times, staff will not be informed in advance about when these will happen. It is staff’s responsibility to follow the procedures below in the event of the alarm sounding.

Please ensure that children’s attendance register is taken when evacuating the premises. Staff and visitors signing in sheet must be taken out too.

Registers must be taken at the assembly point and also when back in the premises.

**Discovering a fire**

If any member of staff discovers a fire, then they **MUST** immediately sound the fire alarm and follow the evacuation procedures, which is available at all, fire exit.

**In the event of fire alarm sounding**

A full evacuation to be carried out immediately (please see evacuation procedures detailed at all fire exit or p2).  Manager / person in charge to check fire alarm unit, to discover what area fire has been detected. Manager / person in charge to investigate the area where the alarm unit has detected a fire. Manager / person in charge to inform senior staff what area is being investigated Manager / person in charge will report findings to staff

**If false alarm**

Manager / person in charge to reset fire alarm Staff and children will re-enter the nursery Manager / person in charge to record the false alarm / practice drill. p

Reviewed Date : January 14, 19

July 2020

By: AISHA IDRIS MAHAMA