



# Apple Tree Pre-School

In the event of a real fire or a fire drill the aim is to get all children and staff out of the building quickly and safely.

1. All children will be ushered out and down to the gate, there is no need to line up.
2. A play leader gathers the children at the gate and counts them and the adults. Assistants are to make sure the children are not worried.
3. The last adult to leave the room (manager) must shut the windows (if possible), take the register and if time the walkie talkies and a mobile phone. Leave the gates open for emergency access.
4. Where the play leader has accounted for all the children the manager will close the doors and children will make their way to the playground. Children will be led by the play leader, an assistant will be in the middle and the manager at the end.
5. School will call the emergency services.
6. The manager will count the children again as they sit under the shelter and in the event of a real fire we will contact parents using the phone numbers in the register.
7. In the event of an adult taking a child to the toilet and the emergency alarm sounds, that adult will have already called how many children they have and will meet us under the shelter. Assistants are to take walkie talkies to the toilet.



Based at Sidmouth C of E Primary School, Manstone Avenue,  
Sidmouth EX10 9TJ  
01395 577233  
Charity no: 1038724

[appletreepreschool@live.com](mailto:appletreepreschool@live.com)  
Ofsted No: 105826



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