

## LADYBIRD MONTESSORI FIRE PROCEDURE

It is important that all adults and children know what to do in case of a fire on the premises, to be able to act calmly and exit the building.

The person who discovers the fire should ring the fire bell breaking the glass. Everyone will stop what they are doing, stand still and listen for instructions.

1. The person in charge will tell the children to move towards the door and line up with a teacher. The children are counted out of the door and grouped together under the football covered area.
2. The person in charge will be last to leave the building ensuring all staff and children have left the building first.
3. The person in charge will collect the register, red box and phone and emergency medicine.
4. The person in charge will join the other children and staff and call the register to ensure that all the children are present. A teacher will call the Fire brigade.
5. No one will re-enter the building until it is declared safe.
6. Teachers will answer children's questions and reassure children who may be disturbed by the fire.

## LADYBIRD MONTESSORI FIRE PRACTICE

1. As part of ensuring adults and children know what to do in case of a fire on the premises, a fire drill will take place at least once each term. **A record will be kept of the date and time of all fire practices and this will be checked by the nursery manager.**
2. Prior to the practice the teacher in charge will talk to the children to explain about the fire drill and that the adults and children need to listen for the sound of the whistle.
3. Blow the whistle.
4. Everyone will stop what they are doing, stand still and listen for instructions.
5. The person in charge will tell the children to move towards the door and line up with a teacher. The children are counted out of the door and grouped together under the football covered area.
6. The person in charge will be last to leave the building ensuring all staff and children have left the building first.
7. The person in charge will collect the register, red box and phone.
8. The person in charge will join the other children and staff and call the register to ensure that all the children are present.
9. This is an appropriate time to talk about what the next stage would be if there really was a fire. (In the event of a real fire children and staff would walk around to the Bosham Primary school so children can be safely looked after.)
10. After a few minutes everyone will return to the Nursery. Teachers will answer children's questions and reassure children who may be disturbed by the procedure.
11. **Policies reviewed and updated February 2026**