

In the event of a fire or fire drill the following procedure will be followed:

1. The alarm will sound
2. Children and adults will proceed through the fire exit doors to the small gate into the Mayfield playground
3. If you are in the building please stay calm and leave quickly, do not do anything to alarm the children, **DO NOT STOP** to collect possessions or coats!
4. A member of staff will be last to leave checking no one has been left in the building and picking up the register
5. Everyone will be led to the Mayfield school playground where roll calls will be taken by the room leaders
6. **DO NOT RETURN TO THE BUILDING FOR ANYTHING** before the all clear is given!!
7. Staff are well rehearsed in this procedure - follow their lead.
8. Fire drills will be carried out every half term and recorded in the log book