When there is a continuous Alarm, and the alarm is flashing

• Open fire door by adult

• Adult on outside duty at Primary 1 gate.

• Targeted children accompanied by staff designated to that child.

• Exit children, gather children at the Primary 1 gate in nursery line.

• Head count at gate

• Person on snack responsible for:

1. getting registration sheet
2. charged mobile phone
3. getting large first aid and child medication
4. take grab bag from Disabled toilet
5. checking nursery; toilets, cupboards, quiet room.
6. Check head count is correct before closing windows and doors. If head count is incorrect check nursery building again if safe to do so. Staff on gate check register to see who is missing inform staff in building.

• Follow muster procedure. (If there are missing persons inform management when children are safely at their muster area)

• Only return to building when directed by management to do so.

If out of School hours this will not be a drill; follow evacuation procedure.

Dial 999 and request Fire Brigade

Inform management of situation once safe to do so.

Contact parent/carers

If unsafe in muster area in School grounds, go to Garioch Sports Centre

Lock down

Alarm signal through Tannoy system

Bing/bong followed by 1-3, i.e. Bing/bong 1, Bing/bong 2, Bing/bong 3. This is repeated twice

• **Go in** –find shelter (Quiet room)

• **Stay in**- until told what to do next, and

• **Tune in** – check your mobile for a group text, computer, listen to local radio or TV

If in another area of School

Always inform nursery Lead/Senior on floor, before leaving nursery, the number of children and staff leaving the nursery room.

If there is a fire alarm or lockdown follow procedure as above.

Fire drill: - evacuate by nearest fire escape door

(be aware of this Fire exit when in another part of the School) and follow muster procedure. DO NOT go back to nursery.

Loch down: - follow procedure and find some where quiet e.g., stay in hall or if in music room head to nursery quiet room. If outside enter school by quickest entrance and find quiet area. Follow procedure.

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