

## Fire Safety Policy

It is our policy to ensure that adequate measures are put in place to ensure that the children, parents, staff and all other persons attending our service are safe, in the event of fire.

### Procedures

- The service has all relevant fire safety equipment recommended on the Department of the Environment's Fire Safety in Pre-schools booklet including fire extinguishers, smoke alarms and fire blankets.
- Staff, parents and the children are to be aware of the evacuation procedures in the event of fire.
- A weekly check will be carried out to ensure that fire equipment is in working order. This is done on a check list. All faulty equipment must be replaced or repaired immediately.
- Students/volunteers and newly appointed staff are to be informed about what procedures to follow in the event of fire or other emergency.
- The fire safety equipment is checked regularly and a record maintained of dates.
- The assembly point is clearly marked
- A fire drill is carried out with the staff and children every month
- A record is kept of all fire drills carried out

# Fire Drill/Evacuation

## Procedure

### Mobile Children

- When the fire alarm sounds the children are asked in a calm manner to form a line without delay
- No coats are put on or bags taken
- All windows and doors should be closed to minimise the danger of the fire spreading
- Lead by one of the staff, mobile children are lead from the building the shortest route to the fire assembly point
- Adults given responsibility for the day registers should ensure they have them with them at the assembly point.
- Once outside encourage children to hold hands and wait, it may be necessary to take some children by the hand and hold on to them outside

### Immobile Children

- Designated person ensure that doors are open for evacuation
- All available staff to proceed to toddler/baby room and help with carrying immobile children, in an orderly fashion, from this area to the fire assembly point.
- Be aware of how many children are from each area of the nursery
- Check and recheck to ensure all children are accounted for
- A designated person will check the entire nursery
  - I. The fire officer checks the premises, toilet, changing room and leaves last
  - II. Once outside, the role is called immediately, and **once outside never return**
  - III. An appointed member of staff can ring 999/112

### Procedure at assembly point (The Fire assembly point is in the car park)

- A role call should be carried out by a designated member of staff for each room, to ensure that everyone is accounted for.
- The fire officer shall inform the manager of the result of the roll call including last known locations of people unaccounted for.
- When the Fire Brigade arrives on site, the fire safety officer/manager must give a situation report to the Fire Brigade Officer.
- In the event of a false alarm or evacuation drill, no one will return to the building until the “all clear” has been given by the Fire Safety Officer/Manager
- It is vital that everyone knows the location of the Assembly Point and that nobody wanders away from this location.
- In the case of a fire, the fire officer will contact parents to inform them of the situation and arrangements for the collection of their children.

This Policy was adopted by a meeting of Greenfields Childcare Centre held on:

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Signed on behalf of Greenfields Childcare Centre held on:

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