

FIRE DRILL POLICY AND PROCEDURE

PRINCIPLE

We aim to ensure that children are safe always in Primrose Hill. We ensure that risk of accidents and fires occurring are minimised always by good maintenance programs.

STATEMENT OF INTENT

Primrose Hill believes that:

- Regular fire drills are important for the safety of all children, staff, parents and visitors
- All our firefighting equipment and sensors will be serviced annually by an accredited authority in Primrose Hill
- We are in receipt of a fire certificate or written clearance

PROCEDURE

- After discovering a fire – raise the alarm
- Dial 999 and report the fire to the emergency services – do not replace the handset until the fire service confirms our address
- Staff should take registers from their room and lead the children out in an orderly manner using the nearest safe exit
- Staff should assemble at the farthest point in the nursery garden
- The manager or supervisor should check all areas are evacuated including toilets, staff room
- The supervisor should do a roll call for their room at the muster point and report back to the manager when all the children have been accounted for
- The manager will account for all staff and other visitors who may have been in the building
- Only if it is safe to do so attempt to put out the fire using the appropriate firefighting equipment



*Primrose Hill Daycare
& Nursery School*
FREEDOM TO FLOURISH

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- If it has been a false alarm and it is safe to return to the building, then do so
- All visitors and trainees must be informed of this policy when entering the building
- Fire drills will be carried out every six weeks. A record made of the date, time and duration of the drill will be noted