

## **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

[primrosehilldaynursery.org](http://primrosehilldaynursery.org)  
3A Lisglass Road, Ballyclare, BT39 9NP  
Tel: 02893 342191  
Email: [info@primrosehilldaynursery.org](mailto:info@primrosehilldaynursery.org)  
[www.primrosehilldaynursery.org](http://www.primrosehilldaynursery.org)

- 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