



Ballygawley Early Years Playgroup

Fire Drill and Fire Safety Policy

At Ballygawley Early Years Playgroup, we seek to inform the children who attend our setting the dangers of fire and how to react if they ever experience a fire. Regular fire drill practice will be carried out to ensure good fire safety practice.

Fire Drill Practice

- Fire Drills will be carried out every month.
- The Fire Alarm will be sounded prior to the drill and the children will be told in advance what is happening.
- Each member of staff is responsible for the children in the setting.
- On discovering a fire, sound the alarm. Alarm points are clearly marked throughout the building.
- Children will be directed via the safety exit to the nearest Fire Assembly Point (At the rear or front of the building depending on the location of the fire). A member of staff will remain with the children at all times.
- All Fire Exits will be kept clear at all times.
- The Person-in-Charge will check the building to ensure all children and staff are out. The Role Book will be checked too to ensure everyone is out.
- A Record will be kept showing the day, time, duration and numbers of staff & Children involved.
- Any difficulties arising will be noted and addressed and brought to the attention of the Chairperson of the Ballygawley Early Years Committee ASAP.



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- Exit Routes and the Places of Safety outside the Building will be posted in a visible location in each room. All staff will ensure that they are familiar with these instructions and the whereabouts of fire-fighting equipment.

Fire Safety Policy-Actions to be taken in the event of a fire

- The Person discovering the fire will Raise the Alarm immediately. Dial 999 or 112 and request the FIRE BRIGADE. Inform the Leader in Charge immediately of the location and extent of the Fire.
- Check all doors surrounding the Fire are closed.
- When the ALARM sounds all staff will immediately evacuate the children and themselves from the building to the nearest Fire Assembly Point (Place of Safety).
- Do not stop to collect your own personal belongings or the children's.
- The Person-in-Charge will check the Building and the Register to ensure all Children and Staff have been safely evacuated.
- A member of staff will stay with the children at all times and their Parents will be contacted to collect them.
- Staff & Children will not enter the building until it is safe to do so.

This policy was reviewed and updated on 11/2013 and update accepted by Ballygawley Early Years Management Committee. It was reviewed again on 01/2016 and 12/2016.

This Policy Links with the following:

- Safeguarding Children and Child Protection Policy.
- Emergency Policy



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