



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 amongst all staff, volunteers and children coming into contact with the setting.

Fire Drill Practice

- Fire Drills will be carried out every month.
- The Fire Alarm will be sounded prior to the drill. Staff will explain to the children about the need to practice a fire drill and make them aware that this will be followed in an emergency.
- Everyone must stop what they are doing and move towards the fire exit door.
- 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 Playgroup mobile phone will be brought outside.
- A headcount will be conducted and the Register will also be checked to ensure everyone is out of the building.
- A record of the drill 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-fighting equipment will be properly maintained and serviced annually.

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 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 be the last person to exit the building. They will check the building is evacuated.
- A headcount will be conducted and the Register checked 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/guardians will be contacted to collect them.
- Staff & children will not re-enter the building until it is safe to do so.

Note: For Fire Safety Risk Assessment please see Appendix of Management of Risks Associated with the Care of Individual Service Users Policy



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This policy was adapted at a meeting of our playgroup held on the 1st September 2026.

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was reviewed by the Ballygawley Early Years Management Committee on:

Date: 01/09/2026

Signed:
(on behalf of the Management Committee)

Name and Position: Iona Devine, Chairperson

Reviewed on:

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....

This policy links with the following policies:

- Safeguarding Children and Child Protection policy
- Emergency Plan policy
- Management of the Risks Associated with the Care of Individual Service Users policy