



Little Ladybird Creche & Montessori

Policy #25

Fire Drill

Introduction

At Little Ladybird we believe that the safety of children, parents, staff and volunteers is of paramount importance. We make children, parents, staff and volunteers aware of the dangers of fire and how to react if they ever experience a fire at our service. Our service complies with all legislation relevant in the area of safety and fire prevention.

Procedures & Practices

Fire Safety

- Fire drill practices take place monthly to ensure that all children and staff are familiar with fire procedures, should a fire take place. Days of fire drills are changed so that every child attending the service is involved in the practice.
- Staff discusses with children the reasons for the fire drills before and after each drill.
- Records of the fire drills are kept detailing the day, time, duration and difficulties encountered in evacuating children and staff from the premises. Difficulties during the drills are dealt with immediately.
- Fire drill instructions indicating exit routes and the fire assembly point outside the building is clearly displayed in each room.
- Staff attends regular fire safety training and Bart Siniarski is the appointed Fire Safety Warden.
- Smoke detectors, fire extinguishers and fire blankets are available as recommended by the Fire Safety Officer and serviced annually. Written records are kept of the monthly checks of the fire fighting equipment.

Fire Drill

Raise Alarm

- The person discovering the fire will immediately sound the fire alarm
- The designated person will collect the register

Evacuate Building

- Staff and children evacuate the premises safely to the fire assembly point outside the building
- The Fire Safety Warden person checks all areas of the service to make sure that there no persons left in the building. No one is permitted to enter the building after all areas have been checked and cleared.
- Designated person checks children and staff present against the register



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Call Fire Brigade

- The Fire Safety Warden or Designated person calls the fire brigade from a mobile phone

Responsibilities

The manager is responsible for ensuring that all staff members know what to do in the event of a fire.

The written procedures, *agreed by the management committee*, must be made available and each staff member must be made aware of their responsibility to follow the procedure in the event of an accident. It is the responsibility of the manager to ensure that each staff member reads and understands the agreed written procedures.

Contact details for emergency services must be displayed clearly in a readily accessible location close to an easily accessible telephone.

Communication Plan

All parents/carers are to be informed of the policy and procedures regarding Accidents, Incidents or Injuries on registration. Staff members will check with parents/carers that they have read and understood the policy and provide any assistance needed.

A summary of this policy will be included in the Parents's/Carer's Handbook. This policy will also be included in staff induction and annual staff training.

A copy of all policies will be available during all hours of operation to staff members and parents/carers in the Policy Folder located in the main office.

Parents/Carers may receive a copy of the policy at any time upon request.

Parents/Carers and staff will receive written notification of any updates.

Contact Information [Who to contact for more information]

Name:

Policy Created

Date:

Signatures

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