



Peter's Patch
Forest School - Day Care - After School Club

Fire Drills and Evacuation Policy

Fire Safety:

Fire escape routes and doors are clearly marked and must be always kept unobstructed.

Fire extinguishers have been positioned in locations where they are easily accessible on exiting the building. These should not be moved from their position.

Management will ensure that the extinguishers are serviced annually.

Employees should make themselves aware of the nearest alarm point and extinguisher to their room.

All new employees will be made familiar with the evacuation procedure, shown how to raise the alarm and how to use fire extinguishers.

In order to prevent fire starting employees shall abide by the following nursery rules :

- Smoking is strictly forbidden throughout the premises.
- Regularly visually inspect electrical equipment, report any defects and remove from use until repaired or replaced.



Peter's Patch
Forest School - Day Care - After School Club

Fire Drills and Evacuation Policy

- Keep work areas clean and tidy.
- Dispose of waste regularly and into the bins provided.
- Do not bring any other form of heating into the nursery.
- Check all rooms at the end of each day to ensure that all Electrical equipment has been switched off.
- All fire doors must be closed at the end of every day.

Evacuation:

In the event of a fire or any other emergency, the fire glass would be broken alerting all members of staff to the need of having to evacuate the premises. This would be done quickly but calmly following the practice we follow of our monthly fire drills. It is important all staff where possible close fire doors behind them when evacuating the building.

Supervisors are responsible for lifting the weekly register, which is kept in all the rooms and staff lift I-pads. Management will be responsible for lifting the nursery telephone and the evacuation bag under the stairs. Our evacuation bag consists off large glass water bottles, cups, wipes, nappies, calpol, thermometer strip and spare keys.

Each room supervisor is responsible for ensuring that all children have been evacuated from the premises.



Peter's Patch
Forest School - Day Care - After School Club

Fire Drills and Evacuation Policy

Peter's Patch Day Nursery's assembly point is "the car park", which is to the front of the building. When at the assembly point safely all supervisors will do a role call to check all children are present and surround the children in room pods.

NO ONE will re-enter the building without permission from fire authorities, nor will anyone gather personal belongings as they leave the building.

If main Nursery is unsafe to return to the children will be escorted to Peter's Patch Forest-school/After-school building - 15 Ballynhinch Road, Hillsborough via our Nursery transport.

Both our Peter's Patch people carrier and bus will be parked at the gate and the second at the hedge for easy access should a fire break out and the children can be safely transported to our forest-school/After-school building.

Fire Marshalls are Natasha Ferson, Lyn Sloan, Lydia Glendinning, Melissa McKee, Nicola Gregory, Joanne Ireland

Updated: November 2024