

Fire Evacuation Policy

Crèche Cois Laoi is committed to ensuring that proper safety procedures are in place in the event of a fire

Aim

- To ensure the safe evacuation of all children, staff, parents and visitors in the event of a fire.

Each area within the crèche has appointed fire marshals whose responsibilities include the safe removal of children to a designated Assembly Area when the fire alarm operates.

All staff in Crèche Cois Laoi have completed a course on Fire Safety Instruction and Training, this course covered fire safety procedures, fire marshal and fire evacuation procedures and how to use a fire extinguisher.

Each room in the crèche has a child attendance register, this register is used to sign the children in and out as they enter and exit the crèche building with their parents/guardians. This book is brought out to the assembly area in the event of a fire and is to be used to make sure that all of the children are accounted for.

If the fire alarm operates-

All of the children are to be removed from the building as quickly and safely as possible to their nearest Assembly Area. The children on the first floor should be evacuated to the left of the main entrance gate to the crèche by the set down area and the children on the ground floor should be evacuated to the external play area.

Ensure that all children are accounted for by checking the attendance register, all cots and bathrooms are to be checked before the last person leaves the building / area. Check with other staff if any children are unaccounted for.

Staff and children are to remain at their assembly areas until given the all clear by the Fire Brigade Officer, the Services Supervisor or the Crèche Manager.

When given the "all clear" you can return to the building ensuring that all of the children under your care have returned with you.

If it is necessary to remove the children from the external play ground "Assembly Area" all children and staff should exit via the gate at the boundary fence and they should assemble at the first floor "Assembly Area".