

## ***Fire / Evacuation Policy***

We take all reasonable measures to guard against the outbreak of fire on the premises, and to ensure as far as it is reasonable and practical the safety of all persons on the premises in the event of an outbreak of fire.

- Fire drills are performed monthly and an up to date record of those is kept in the premises for inspection by the fire brigade.
- Our premises are fitted with smoke detectors, fire extinguishers and fire blankets as appropriate and checked regularly.
- Staff should ensure that all exit doors are kept clear at all times.
- All our staff receive fire management training and should be familiar with the different types of fire extinguishers
  - o Water / Fog Spray – Suitable for carbonized materials for example timber, paper, textiles etc
  - o Dry Powder – Suitable for Flammable liquids, grease, oil etc.
  - o CO<sub>2</sub> GAS – Suitable for fire in electrical equipment. Caution a toxic gas may be In case of fire each member of staff is responsible to attend the children in her care.
- In case any member of staff discovers a fire she should:
  - Raise the alarm by sounding the alarm triangle
  - Phone the fire brigade from the nearest phone ( dial 112 or 999) giving the following details:
    - Name of Premises: Teach Abhaile
    - Address of Premises : 21 Kevin Barry Ave Ennis Co.Clare.
  - o Tackle the fire only if it is safe to do so with the nearest suitable extinguisher
  - o Leave if danger threatens making sure she brings with her the daily attendance register which is located on the counter beside the main entrance
- On Hearing an Alarm or other warning each member of the staff should:
  - o Orderly and swiftly evacuate all children from each room
  - o Take the children attendance register of the room in question with her before exiting the room
  - o Shut the door behind her as she leaves the room
  - o Making sure no children are left behind in the toilet or any other room in the premises
  - o Leave the building by nearest available exit

- o Report to the assembly point which is in the front garden
- A head count or roll-call using the daily attendance registers
- Under no circumstances the following should be done:
  - o Do not return for anything that you may have forgotten
  - o Do not stop to collect personal belongings
  - o Do not open a door if you suspect a fire on the other side
  - o Do not re-enter the building unless advised to do so by the fire brigade.