



Regent House Preschool

Fire Drill Procedure Policy

The safety and welfare of all children and staff is paramount in the event of a fire.

To ensure this the following measures are in place:

- The building has been inspected by the N.I. Fire Authority.
- Two fire extinguishers are in place.
- Fire extinguishers are tested by a properly authorised firm once a year and all fire exits will be kept in good order and free from obstruction.
- Two smoke alarms are fitted and are inspected on a regular basis.
- All electrical equipment is inspected and passed annually.
- The Preschool operates a No Smoking Policy.
- A Preschool fire drill will take place monthly; to ensure that systems for evacuation can be rehearsed, monitored and evaluated.
- All members of staff are aware of the location of fire exits, escape routes and the evacuation meeting point.
- All children are made aware of the procedures.
- Any new staff/students/volunteers are made aware of the procedures.
- Notices explaining the fire procedures are located across the school.
- We have a Designated Fire Safety Officer for Preschool - Mrs. T. Thompson (Preschool Deputy Manager).

Procedures for Fire Drills:

- In the event of a fire, staff should not attempt to put out the fire.
- The alarm is raised by a member of staff by ringing the fire bell in the hallway.
- The safety of the children is the priority; staff and children should vacate the school via the nearest fire exit door (Preparatory & Preschool door).
- The children are made aware of where the fire is and which exit to use.
- The children are lined up in an orderly manner at the appropriate exit door.
- The member of staff nearest to the register lifts it.
- The appropriate exit door is opened and staff lead the children out in an orderly fashion.
- The Designated Fire Officer for Regent House Preparatory checks toilets, hall and corridor
- Outside the children are led to the designated area of safety (rugby pitches).
- All belongings should be left behind inside.
- The Manager and Deputy Manager should quickly establish that all pupils in their class are present using class registers. Staff, students and visitors

present should also be accounted for. A head count is made of all children and staff so that it tallies with the register.

- Everyone will return to the building when it is safe to do so. Head counts are carried out regularly.
- The drill is recorded on the Fire Drill Record Form to indicate which exit was used, the children who did not attend that day and the time taken to vacate the building etc.
- An enlarged copy of this procedure is displayed in both Preschool classrooms.

In the event of a fire, all individuals, including the Fire Safety Officer, are responsible for the safe evacuation of children, staff and visitors from the school.

The Fire Safety Officer role includes:

- Evacuation of all children.
- Planning and ensuring a fire-free environment.
- Leading children and visitors to safety.
- Reporting any failings or defects which could cause harm - make a member of staff aware of the issues.
- Ensuring that the learning area is kept safe and all fire safety devices (extinguishers and blankets) are unobstructed.
- Recording fire drills and evacuations.
- Leading monthly fire drills.

Please note:

- Fire Doors should not be wedged open.
- Escape routes should not be obstructed.
- Fire extinguishers should not be misused.
- Staff must ensure children are evacuated safely (as soon as the fire alarm sounds) and doors/windows should be closed on exit.
- Staff should always ensure that registers are correct and that they know where all children are at any point in the school day. In the event of a fire, Fire Services will ask staff to account for all children/visitors to the school.
- Staff should exit via the nearest fire exit door - these are indicated in green above the exit door. At all times, staff should be aware of the location of the nearest fire exit.

In the event of a fire:

- The emergency services (999) will be contacted using a mobile phone once the building has been evacuated.
- The Headmaster/Fire Wardens of Regent House Grammar School will decide if and when it is safe to re-enter the building. This must be done in liaison with the emergency services.
- Where it is not possible to return to the building the children will remain in the carpark to await collection by their Parents/Carers.
- The Preschool Manager will contact the Registered Social Worker, Ms. M. Maxwell, to inform her of what has happened.

Monitoring and evaluation

This policy will be reviewed and monitored in line with the Preschool's policy review schedule.

Reviewed:
14/05/23 - 21/08/23

Approved by BOG:
21/09/23