FIRE EVAUATION AND MANAGING EMERGENCIES POLICY

Statement of Intent

The safety of the children, staff, volunteers and visitors in the event of a fire or an emergency, is our main concern. We recognise that the speed at which we act is paramount to the safety of everyone. To act swiftly we need to have clear guidelines and clearly marked fire exits. Procedures are in place for practicing evacuation procedures and if a real emergency takes place. Emergencies may be a fire or a gas leak in the immediate area.

Aims

To ensure that all staff and volunteers understand the procedures to be followed in the event of a fire or an emergency.
To have clearly marked fire exits which are clear from obstruction.
To practise evacuation procedures and document them.
To ensure that all fire safety equipment, smoke detectors and carbon monoxide detectors are regularly checked and working.
To know who to contact in the event of a fire.

In order to fulfil these:

Fire exits are marked, clearly visible and free from obstruction.
Fire an emergency procedures are displayed throughout the room and at the parent's entrance door.
All fire extinguishers are serviced annually. This is the responsibility of the Playgroup Leader.
Fire and emergency drills are carried out on a monthly basis.

Procedure for evacuation is detailed overleaf……

This Policy was Renewed and Adopted by Mallusk Community Playgroup on: _____

SIGNED: _____ Date: _____

REVIEWED ON:	SIGNED: