

FIRE EVACUATION PROCEDURE

1. Raise Alarm:

The playleader blows the whistle (this whistle is never used for anything else) three times to alert staff and children of a fire in the building. The playleader collects the playgroup register which is kept near the whistle.

2. Evacuate the Building:

With the assistant in front and the playleader at the rear, children and staff walk to the fire assembly point outside the building. The playleader checks the children and staff present against the register.

3. Call the Fire Brigade:

The appointed person goes to call the Fire Brigade from the nearest telephone. The playleader stays with the children at all times.

4. Putting out the Fire:

If it is safe and without risk to oneself a member of staff not needed for the children may fight the fire with the appropriate extinguishers until the Fire Brigade arrives.

Fire Assembly Points

1. Back of garden beside gate.
2. Outside front door.

Position of Fire Fighting Equipment

Fire Extinguishers:

1. In Montessori room near back door.
2. In Doorway of old building.

Fire Blanket:

1. Over Doorway of old building.

Smoke Alarms:

1. Montessori Room.
2. Playroom.

The Children's Lodge

Fire and Safety Equipment Policy

All staff at the Lodge acknowledge the importance of Fire and Safety. Please note that we have 3 smoke alarms that are checked on a weekly basis. We also have 2 fire extinguishers and 1 fire blanket that are checked every year by EuroFire Services Ltd. A certificate of Inspection is kept on file in school. Every month the children take part in a fire drill. These drills are recorded and kept on file. Every year the children take part in Fire Prevention Week. Children are given activities to participate in which ensures that they fully understand the importance of keeping safe around Fires.

The Children's Lodge
Montessori School
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updated August 2017
Reviewed by S. Bead
2/9/19

The Children's Lodge

Monthly Fire Drills/Smoke Alarm Schedule

Date	Description	Signed
	Monthly Fire drill went well. Sinéad blew the whistle and staff members checked the bathrooms and got the roll book. All children went outside and to the back fence. When the drill was over all smoke alarms were checked. All working ok. <u>Staff present were :</u>	
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