Managing Emergencies Policy

Policy approved by Preschool Management Committee

Dated

Signed

Review Date:

Should the pre-school need to be evacuated for any reason such as fire, fumes, burst pipe, suspicious objects, chemical spill or any other danger to the children or staff then the fire drill / evacuation procedure will be carried out.

Once the building has been evacuated the proper assistance from the relative emergency service will be sought by the fire marshal. Parents will then be informed of what has happened and where the children can be collected from.

Fire drills are carried out on a regular basis and the children become confident and competent in carrying out the evacuation procedure so that if an emergency does occur the fire drill will be familiar to them.

Parents are made aware of the emergency procedure at parents' night and through our policy and procedures available on our school website and in our parents' area.

Fire Procedure / Emergency Evacuation

Fire Alarm sounds:
1. Leader indicates to the members of staff and children to line up.
2. The children immediately start to line up at the door.
3. The member of staff ensures the children line up as quickly as possible, while reassuring the children.
4. Leader collects registration book and checks toilets and hallway

5. As soon as the children are lined up the leader leads the children out of the mobile safely.
6. Staff member does a headcount outside at agreed Assembly Point as the leader marks off the register. If any children or adults are missing from the head count he/she informs the fire marshal so he/she can check the mobile.
7. The Assembly Point is No 1 (the back gates of the primary school) or if the whole school campus needs to be evacuated children will be brought to the Enniskillen Gaels football pitch.
8. All staff and children wait at the Assembly Point for the fire marshal's instructions.
9. If there is a need for an extended evacuation parents will be informed of what has happened and where the children can be collected from.