

Fire Safety and Fire Drill Policy

In the After School Club, we are responsible for making the children in our care aware of the dangers of fire and how to react if they ever experience a fire. Fire drill practices will give confidence and knowledge of good fire safety habits.

Procedures:

- Regular fire drills will take place (at least once per term)
- The fire alarm will be sounded prior to the fire drill so as not to frighten the children.
- Staff will discuss with the children, the reasons for fire safety and smoke alarms.
- All curtains, drapes and furniture will be constructed of fire retardant materials.

Fire Drill:

1. On discovering a fire, you should sound the alarm. Alarm points are clearly marked throughout the building.
2. Each member of staff is responsible for the children and any parents or visitors in their room.
3. Children will be directed via the nearest exit to the fire assembly point.
4. The fire officer in charge will check the building to ensure all staff and children are out.
5. The register will be checked to make sure all children are present at the assembly point.
6. Fire drills will be practiced regularly, (at least one per term).
7. A record will be kept showing the day, time duration, any difficulties announced and number of children, staff, parents and visitors involved.

Fire Safety

Clearly written fire instructions indicating exit routes and the places of safety outside the building, will be posted in visible areas throughout the building. All staff will ensure that they are familiar with these instructions and the whereabouts of firefighting equipment.

In the event of a fire

- The person discovering the fire will immediately sound the alarm, and will immediately inform the officer in charge for fire safety, explain the location of the fire and the extent of the fire.
- All staff must remain calm in order to effectively carry out the fire procedures.
- The officer in charge will call the fire brigade.
- When the alarm sounds all staff will immediately evacuate the children and themselves from the building as stated in the fire instructions posted in that area.
- Staff will gather all children at the designated place of safety.
- The officer in charge will check the building to ensure all children, parents, visitors and staff have been safely evacuated.
- The leader for each room will bring the registers and will ensure that all children and adults have been accounted for.
- Staff and children will not reenter the building until it is safe to do so.