

Ballymena Nursery School
Policy and Procedures for Fire Drill & Emergency Evacuation

Principles.

The Governors, Principal and staff of Ballymena Nursery School understand and adhere to the guiding principles and guidance set out by the Education Authority (EA) for the safe evacuation of all in the event of a fire or an emergency situation from Ballymena Nursery School.

The safe evacuation of children, staff, students, visitors and everyone is in all cases the prime consideration. No attempt should be made to fight a fire or investigate any suspicious objects.

The primary legislation that underpins this policy is the Health and Safety at Work (Northern Ireland) Order 1978, and The Fire Safety Regulations (Northern Ireland) 2010 which require that established, appropriate procedures be followed in the event of serious or imminent danger to persons from fire or any other emergency situation in which the Nursery must be evacuated.

Emergency Evacuation Alarm System.

Ballymena Nursery School has a manual Electrical Emergency Evacuation Alarm system linked to the activation of glass break points and a central control panel. 7 Glass break points are located at:-

Front entrance door;
Staff room door;
Fire escape doors in each classroom;
Bathroom doors in each classroom;
Kitchen door entrance.

These points are numbered 1-7 and linked to a wall mounted central control panel located in the School office.

Testing of Emergency Evacuation Alarm System.

The alarm system will be tested weekly by the caretaker and the test activated from different points in the premises no 1-7 ensuring that all 7 points are tested in rotation. This will be recorded in the School Fire log book.

The Principal will be responsible for overseeing that these weekly checks are routinely carried out and by checking/signing these records on a monthly basis in the Fire log book.

System battery units.

The alarm system back up battery units are tested periodically by an approved electrical contractor for the EA.

Potential emergency situations.

The prime emergency situation that normally requires evacuation is fire or threats of terrorism.

The recognised tone for the fire alarm is a continuous siren.

Evacuation procedure

Fire/Threats of Terrorism

Fire is the most likely cause of emergency evacuation in most premises. However, threats of terrorism if or when they arise will follow the same evacuation procedure.

The procedure for Ballymena Nursery school is printed on a commercially produced sign meeting BS 5499 Part 1:1990 requirements for Fire Safety Signs as evidenced below.

Evacuation Procedure

It is the responsibility and duty of anyone discovering a fire or suspicious object to operate the nearest Fire alarm point. These points are numbered 1-7 and located:-

- Front entrance;
- Staffroom door;
- Fire escape doors in each classroom;
- Bathroom doors in each classroom;
- Kitchen door entrance.

In the unlikely event of a threat of terrorism the secretary or recipient of the alleged threat/telephone call will activate the fire alarm system from the office.

- Activate the fire alarm system;
- Evacuation of school;
- All permanent staff to act as fire wardens;
- Teachers to take school roll books with emergency telephone numbers for parents/carers, and emergency texting procedures/guidance;
- School secretary (when present) to bring mobile telephone number with texting service facility;
- Meet at the pre-arranged assembly point in the nursery garden at the front of the nursery school for a fire drill and if deemed a safe distance from a fire or source of risk; or meet at the local Seven Towers Leisure centre if a greater distance from the fire or source of risk is required or when evacuating from a threat of terrorism; or follow the Fire/Police Authorities instructions/directions;
- Teachers to count the children/adults/students/ volunteers from their individual class to ensure everyone is accounted for;
- Principal or lead teacher to sweep the building to ensure the building is evacuated;
- Principal/Lead teacher to indicate when to return to school after a fire drill;
- Principal/Lead teacher/School secretary to contact Fire /Police service in an emergency situation then activate school texting service to inform parents/carers to collect children.

Fire-fighting aids are located:-

Two in entrance hall way, one at each end of hall. (1 water/1 carbon dioxide-electrical fire).

One in each classroom (water).

A fire blanket and one carbon Dioxide extinguisher in kitchen.

Two fire extinguishers in boiler house (1 powder/1 carbon Dioxide)

Evacuation Drills.

All drills will be held without prior warning at least once a term for all classes. Records will be kept in the school fire logbook.

Induction of Fire Safety and Emergency Evacuation policy and procedures.

Health and safety forms a significant component part of any induction training system. Fire safety and emergency evacuation procedures and smoking at work policy are included in Ballymena Nursery School's information/induction packs distributed to all newly appointed staff member/Substitute Teacher/Student or volunteers. This includes:-

Conducted tour of the nursery school highlighting the emergency exits; break glass points; alternative escape routes; assembly points, firefighting equipment etc;

Explanation of fire/emergency evacuation warning system;

Action/roles and responsibilities on discovering a fire or suspicious object will be explained to all building users and attention drawn to the 'Fire action' placards on display in the nursery;

Fire drill systems, frequency and assembly points will be explained;

Good housekeeping practices to aid emergency evacuation will be explained such as keeping corridors/doorways and emergency exits free from obstruction. **ALL STAFF ARE EQUALLY RESPONSIBLE FOR GOOD HOUSEKEEPING.**

Fire stop doors to be closed when evacuating the building;

Duties of key personnel

The evacuation controller will normally be the principal or a lead teacher. The controller is responsible for leadership and ensuring that appropriate fire safety/emergency evacuation training takes place and that regular fire safety inspections are carried out. In an emergency situation the evacuation controller will ring the Fire/Police services.

Other permanent members of nursery staff and our school secretary/caretaker if present will be fire marshals. Their duties include ensuring that when the alarm is activated that evacuation is controlled, prompt and safe.

Evacuation of disabled persons.

Particular attention and individual assistance will be given if and when required to partially sighted/deaf or wheel chair users in the event of a fire or emergency evacuation of the nursery.

Fire Prevention.

The object of any fire/emergency evacuation policy is the prevention of fire. This objective can be achieved in Ballymena Nursery School by applying the following regime:-

Complying with the test and annual inspection of all electrical appliances to BS 7671:1992 (PAT Portable Appliance Testing.)

The housekeeping of the nursery is of a high standard and all exits are clear.

Refuse and waste bins are stored externally away from the immediate exterior of the school building.

All industrial cleaning materials are securely stored and located in the cleaner's store which is locked at all times.

Protection against arson is enhanced by appropriate security fencing.

Records.

The school fire logbook will contain:-

Fire Detection Test Records;
Fire Extinguisher Test Records;
Miscellaneous Equipment Test Record;
Fire Drill Record;
Fire Safety Inspection Visits.

Presented to and adopted by the Board of Governors for Ballymena
Nursery School.

Signed

Dated:

