

Emergency Policy

We at BELC understand that dangers which may threaten persons if a fire breaks out depends on many different factors, consequently, it is not possible to construct a model procedure for action in the event of fire which would be suitable for use in all situations.

Each fire routine must be based upon a simple, efficient procedure which is specifically designed for the premises in which it must operate.

It is therefore important that the following points must be given prime consideration:

Fire drills are intended to ensure, by means of Training and Rehearsal that in the event of fire:

- The people who may be in danger act in a calm and orderly manner.
- Those people who may have designated responsibilities carry out their tasks to ensure the safety of all concerned.
- The escape routes are used in accordance with a Predetermined and Practiced Plan.
- Evacuation of the building is achieved in a speedily and orderly manner.
- To promote an attitude of mind where-by persons will react rationally when confronted with a fire or other emergency at Nursery or elsewhere.

The Occupancy of the Premises

Consideration must be given to the age of the pupils attending the Nursery and as to whether there are any children with special needs.

Fire Drill Routine

A fire routine it based on a critical sequence of events, these being:

Alarm Operation

- Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point. The fire alarm is also connected to the Ministry of Civil Defense and will immediately alert the personnel and a fire engine along with ambulance and police will be sent to the premises.

Evacuation

- On hearing the fire alarm, pupils must be instructed to leave the building in single line and in a calm, orderly manner.
- The person in charge of each class must indicate the exit route to be used and everyone must be directed to a Predetermined Assembly Point.

- Specific arrangements must be made for pupils with physical or mental disabilities to ensure that they are assisted during evacuation.
- No running is to be permitted to avoid panic.
- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.
- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, **or**, in the case of a fire evacuation drill the senior person-in-charge.

Assembly

- An area outside the Nursery premises must be designated as an assembly point.
- It must be clearly marked and easily identified by any person expected to be in the Nursery premises.
- The assembly point must be far enough away from the Nursery premises to afford protection from the heat and smoke in a fire situation.
- The assembly point must be in a position that does not put pupils and staff at risk by emergency vehicles responding to the incident.

Roll Call

- One person should be nominated to have overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises.
- Immediately as classes have assembled at the assembly point, a roll or count must be made to ascertain that no one remains in the premises.
- Any visitors or contractors in the premises at that time must be included.
- The count at the assembly point must be checked with the attendance registers and visitors book to verify that everyone is out of the building.
- Attendance registers and visitors book should be held at a central point and must be brought to the assembly point when the alarm sounds.
- Each teacher must report to the nominated person-in-charge of the evacuation procedure to verify that everyone in their charge is accounted for or to inform him/her of the number of persons missing.
- The person-in-charge of the roll call must identify herself to the Fire Service on their arrival. In doing so vital information can be relayed to the Fire Officer which will dictate the necessary actions to be carried out by the Fire Service.
- Typical information the Fire Service will want to know:
 - Is everyone accounted for?
 - If anyone is missing: How many? What is their usual location? Where were they last seen?
 - Where is the fire? (It may not be apparent).
 - Are there any hazardous substances involved in the fire or stored in the building? (i.e., Chemicals, Solvents, Liquefied Petroleum Gas or Acetylene Cylinders etc.)

Instruction, Training and Recording

During the first week of the term or as soon as practically possible thereafter, all new entrant staff or support staff, should be conducted around the primary escape routes of the Nursery. They should also receive instruction on the Nursery fire evacuation routine.

All members of the staff shall receive instruction and training appropriate to their responsibilities in the event of any emergency.

All members of the staff shall each receive a personal copy of prepared written instructions. They shall receive two periods of verbal instructions given by a competent person in each 12-month period. Such instruction shall include details of how to call the Fire Service. In the case of newly engaged staff, instruction shall be given as soon as possible after appointment.

A record of the training and instructions given, and fire drills held, shall be entered in the logbook and will include the following:

- Date of the instruction or fire drill;
- Duration;
- Name of person giving the instruction;
- Names of persons receiving instruction;
- Nature of instruction or fire drill.

Fire drills, which may be combined with the instruction given above, shall be carried out at least thrice in a year (once in each term) and an Annual Fire Drill with Civil Defense. The fire drill should simulate that one escape route is not available. Each fire drill should be started by a pre-determined signal and the whole premises checked as if any evacuation was in progress.

Frequency of Fire Evacuation Drills

Fire evacuation drills should be held at least thrice per year, preferably at the commencement of each term.

Supplementary Notes

Notices

Each fire alarm point shall, where necessary, be clearly indicated "**Fire Alarm**" in accordance with the Health and Safety (Safety Signs and Signals) regulations followed by the appropriate operating instructions.

Notices should be displayed for staff detailing their actions in an emergency in conspicuous positions i.e., pantry.

Fire fighting

Any attempt to fight the fire must always be secondary to life safety.

Circumstances will clearly dictate whether firefighting should be attempted.

Any attempt to fight the fire must be based upon the type and degree of training received in the use of firefighting equipment employed in the premises.

Regular fire drills will ensure that the evacuation procedure applying to premises fulfils its aim satisfactorily and will highlight any area of the procedure which may need to be reviewed.