

FIRE SAFETY PROCEDURES

The role of the Fire Warden is to ensure standard fire precautions are practised monthly to ensure everyone in the centre knows what to do in the event of a real fire; as well as practice safeguarding procedures to prevent a fire from happening.

Standard fire precautions should be practised daily to reduce the risk of fire; these include:

Hazard spotting and reporting:

- Do not put anything on top of, or too close to the heaters or microwave.
- Unplug kettle, TV, computer and other electrical equipment at the end of each day.
- Regularly check electrical equipment – vacuum cleaner, cassette recorder, kitchen appliances, etc for wear or damage.
- Turn off water heater at the end of the afternoon session.
- Monitor escape routes, fire exits and fire action notices; ensuring they are not blocked.
- Checking fire extinguishers are not missing or tampered with.
- Maintaining good housekeeping:
 - Turn off and unplug all electrical equipment at the beginning of each major holiday.

FIRE DRILL

Regular fire drills will be held once a month. Fire drills must be held on different days of the week and at different times during the morning sessions.

MAIN ROOM

Anyone spotting danger must gain the attention of everyone present by:

- Standing up
- Blowing whistle 3 times (found in the top drawer, front desk) or one loud long whistle.

On hearing the whistle the designated **fire warden: Donna Mulhern (if Donna Mulhern is absent then Kylie Scott would be fire warden)** will:-

- Raise hands to shoulder level with palms outwards, away from body and calmly announce to everyone in the room to line up; designating the front door or back door as the exit.
- **The Warden** in charge must then quickly direct other staff to specific jobs i.e. lead person and end person. As the children line up the **Lead Person/Deputy Fire Warden: Kylie Scott (or nominated senior staff member if Kylie Scott takes on role of Fire Warden in Donna Mulhern's absence)** will take the register, the centre keys and will carry out a head count.

- Three staff members evacuate the children out of fire exit door designated by the Fire Warden; to the **assembly point B** at the front of the church. In the event of a funeral or a wedding, point C will become our assembly point, located at the primary school gate entrance to our garden.
- If using the emergency exit through the children's toilets, the Lead person will push open the emergency exit door and will turn right walking towards the end of the Parish Hall. Turn right and start to walk up the slope to the front of the church to the **assembly point B** at the curved wall. In the event of a funeral or a wedding, point C will become our assembly point, located at the primary school gate entrance to our garden.
- Once assembled, another head count should be taken and the register called out for children and all adults to shout out "here". If anyone is missing, wait for the Fire Warden to arrive at the assembly point, if the missing child/ren are not with the Fire Warden, then two members of staff must remain with the children while other staff search the grounds for the missing person(s). On no account re-enter the building. Tell the Fire Brigade immediately that someone is missing and may be inside.

**In the event of a real fire, or other reason to evacuate the building:
THE SAFETY OF THE CHILDREN AND ADULTS IN THE GROUP IS THE PRIME
IMPORTANCE**

ACTIONS ON DISCOVERING A FIRE

- If you discover a fire, switch off the lights, and close the door to prevent the spread of fire and smoke.
- **If the alarm does not go off**, we need to raise the alarm by breaking the nearest **RED** Break Glass Point (found at the front door and the back fire door exit in the children's toilet area).
- **Begin evacuating the building** following the agreed procedures **HOWEVER as the children cannot return to the centre** this time evacuate the children over to St Bernard's Primary School, where they will wait in the main hall while parents are contacted to collect their children from the school.
- Children and adults must go directly out of the building. Do not run. Do not stop to collect bags, coats or any other belongings.
- The **Lead Person will** unlock the front gate (if using the front door) then continue to the primary school.
- The **Fire Warden** will call 999 for Fire and Rescue Service. **Important Information: the address to give the emergency service is St Bernard's Preschool at St Bernardette's Parish Hall, Rosetta Road, Belfast.** The **FW** will follow 'Making an Emergency Phone Call' procedure notice on the wall in the office above the phone.

- Tackle fire only if it is safe to do so, and you feel confident to try.
- The **Fire Warden** will then proceed out through the nearest fire exit door to join the group and will ring Paul (care taker) using the mobile phone to let him know what has happened. Since this policy, Michael has left and there have been no arrangements put in place on who to contact.

IF THE ALARM BELL RINGS AND WE KNOW IT IS NOT US...

- Unless Paul contacts us to explain why the fire alarm is ringing, The **Fire Warden** will begin to evacuate the children as agreed procedure for a real fire. Before leaving the classroom they will ring 999 and explain to the emergency services the fire alarm is ringing. They will follow the procedure for 'Making an Emergency Phone Call' Notice on the wall above the phone in the office.
- The **FW** will then proceed out through the nearest fire exit door on the way to the assembly point, but will stop at the Parish Hall to see if the caretaker is there. However if Paul is not in the office the **FW will only check the main areas for Paul and to establish any reason for the fire alarm ringing.**
- If the **FW** should find Paul and he needs medical attention, the **FW** will first ring the emergency services for help, and will then proceed to help Paul in any way they can.
- But their safety is paramount and if the **FW feels they are endangering themselves, they must leave the building.**

If the **FW** finds the shutter to the Parish Centre closed, they open the shutter using the key attached to the **FW jacket** along with the front door fob, to establish if the reason for the alarm ringing is there. **BUT** if we have not been given the shutter key, ring 999 from the mobile phone explaining, who you are, you have already phoned that the fire alarm is going off, and explain that you cannot access entry to the main hall to check if the fire is there.

IF WE SET THE ALARM OFF ACCIDENTALLY – e.g. using the toaster

The **Fire Warden** will contact Paul (phone number on office wall) to let him know what has happened and he will silence the alarm. **HOWEVER** IF PAUL IS NOT THERE the Fire Warden will go to the Parish Hall and will silence the alarm panel in the foyer by keying in the **CODE 31121**, if the alarm continues to ring, key the code in again. (the code is written on the inside of the panel door). **DO NOT RESET THE ALARM.** Ring Paul on his mobile and let him know what has happened.

BUT...if the shutter is closed and we do not have a key, we will have to evacuate the children to the primary school, following the agreed procedures as for a real fire. The **FW** will contact Paul on the mobile phone and explain what has happened. If it is too late to return the children to the preschool, the **FW** will designate a person to wait outside the preschool who will direct parents/collectors over to the primary school where they can collect their child.

AFTER YOU PRACTICE A FIRE DRILL

In all cases a record should be maintained to show –

- Dates and times of fire drill.
- Number of adults and children present.

- Time taken to evacuate the building.
- Specific points requiring attention.
- Name of person in charge of that specific fire drill.

Our Fire alarm does not sound in conjunction with St Bernard's Primary School, but it does sound in conjunction with the Parish Centre! This means if the fire alarm rings and we know it's not us, then the Fire Warden must ring the Fire Service by dialling 999.

IMPORTANT INFORMATION:

On ringing 999, give the address of the centre as St Bernard's Preschool at St Bernardette's Parish Hall, Rosetta Road, Belfast

On **Tuesday** and **Thursday**, the children attend the Parish Hall for PE sessions, if you hear the fire alarm...start evacuating the children to St Bernard's Primary School.

If Paul is not in the Parish Centre, then our Fire Warden must assume responsibility and call the Fire Service by dialling 999 from Paul's office. If the office is locked then our Fire Warden will use the Preschool's mobile phone.

Our Fire Warden will go to the location of the fire (only if it is safe to do so) to investigate and confirm:

- Anyone injured?
- Area evacuated?
- Fire extinguished?

Then go to St Bernard's Primary School and await further guidance from the Fire Service.

If in the unlikely event the school is closed, we will evacuate the children to **Assembly Point B. If the weather is very bad, we will seek shelter in the church. The Fire Warden will wait outside for the Fire Service to arrive. Obviously if a funeral or wedding is taking place, we will have to wait at **Assembly Point C****