



## Emergency and Evacuation Procedure 2023

Discovering a fire

### What to do ?

- Raise the alarm by alerting all members of staff to begin evacuation procedure.
- Phone the fire brigade from the nearest phone (dial 112) giving the following details :

Name of the Premises: Little Acorns Nursery, Montessori Playschool & Acorns After School

Address of the Premises: Units 8 - 17 Gaelic Park, Carndonagh, Co Donegal

Eircode: F93 XDD1

Location of the Premises: Just opposite Kelly's petrol station on Church Street in Carndonagh on the right hand side coming from the centre of Carndonagh.

Nature of the Fire: Inform the official what Unit Number the fire is located and where on the premises the fire is

On hearing an alarm or other warning

### What to do ?

1. Instructions will be given by the Room Leader.
2. Nursery children who are unable to walk will be put in the escape cots or trundle train.
3. Form a single file, leave the room and go directly to the Assembly Point: Along fence in front of So-Lo. Each Unit has been assigned a specific assembly point.
4. Always check play houses and bathrooms upon exit.
5. Children already outdoors in gardens will wait until children in classes have evacuated first.
6. Take class mobile phone and register with you.
7. The last adult leaving the room will check bathrooms and covered play areas.
8. Conduct a roll-call

*Remember*

- Do not return for anything that you may have forgotten.
- Do not stop to collect personal belongings.
- Do not open a door if you suspect a fire on the other side.
- Do not re-enter the building until advised to do so by the fire brigade.



# Emergency and Evacuation Procedure 2023

## What I Do If I Discover A Fire

<b>What to I do?</b>	<ul style="list-style-type: none"> <li>• Tell my teacher immediately</li> <li>• My teacher will phone 112</li> </ul>
<b>What will my teachers do then?</b>	<ol style="list-style-type: none"> <li>1. My teacher will give our class instructions.</li> <li>2. My teachers will get my class to form a single file, leave the room and go directly to the Assembly Point: <b><u>Along fence in front of So-Lo</u></b></li> <li>3. My teachers will check the bathrooms on the way out.</li> <li>4. <b><u>If I am in the garden my group will wait until children in classes have evacuated first.</u></b></li> <li>5. My teacher will take the class mobile phone and register.</li> <li>6. When lining up at the fire assembly point my teacher will conduct a roll-call.</li> </ol>
<b>If My Teacher Calls 112 What Do They Say?</b>	<ol style="list-style-type: none"> <li>1. <b>Tell the operator that there is a fire in the school.</b></li> <li>2. <b>Name of the School: Acorns After School</b></li> <li>3. <b>Address Eircode: F93 XDD1</b></li> <li>4. <b>Address: Gaelic Park, Carndonagh, Co Donegal</b></li> </ol>
<b>Where is Acorns After School Located?</b>	<u><b>Just opposite Kelly's petrol station on Church Street in Carndonagh on the right hand side.</b></u>
<b>What Will My Teacher Say if the Operator Asks Them Where The Fire Is?</b>	<b>My teacher will tell the operator what classroom number the fire is located and where in the classroom the fire is.</b>
<b>I WILL NOT</b>	<b>Return to my class for anything that I have forgotten.</b>
<b>I WILL NOT</b>	<b>Put on my coat or take my bag with me</b>
<b>I WILL NOT</b>	<b>Open a door if I think there is a fire on the other side.</b>
<b>I WILL NOT</b>	<b>Go back into my classroom until my teacher tells me to.</b>



Inspection

and

**Testing Intervals:**

This table shows the intervals at which various inspections, tests or inventory/location checks must be carried out.

	Daily	Weekly	Monthly	3 Months	6 Months	Annually
Emergency lighting system				■		■
Fire alarm & Detection system	■	■		■		■
Fire-fighting equipment			■			■
Fire Doors			■			■
Automatic Door Releases		■			■	■
Emergency Exit Devices			■			
Furniture and Fittings			■			
Fire exit escape routes	■					

Manager Signature:

Date: 21/07/2023