



Fire Evacuation Procedure – Customs Level 2

1. Trial evacuations will be conducted monthly. Staff / children ratio for evacuation minimum of 1:8
2. Risks and sources of risks to be considered:
 - a) Premises – stairwells, rubbish in stairwells
 - b) Children – child behaviour in case of fire;
 - c) Staff – behaviour and needs; how will staff deal with an upset child, if a child or staff member slip or trip, if the lights go out in the stairwell during an evacuation.
 - d) People – risk associated with other occupants of buildings including creating hazards in stairways, and shared stairway evacuation
 - e) Places of safety outside - often near busy streets or in car parks.

Risk Category	Description	Consequence	Likelihood	Controls to be included in evacuation plan
Premises	Evacuation of children down stairwell	Slowing evacuation down	Medium	Check stairwells on daily basis for any obstacles
	Lights going out in stairwell	Can slow evacuation down	High	Staff to carry torches during evacuation
Children	Children's behaviour during evacuation	Child can freeze, be scared	High	Regularly have a practice drill with children
Staff	Deal with upset child	Slow down when trying to calm child down	High	Talk to children regularly about what we have to do during a fire drill
Other occupants	Evacuation down the stairwell	Congestion of stairwell	High	Staff to keep a steady pace and ensure the group is moving

3. Daily hazard management checks to be conducted and should include all indoor assembly areas, stairwells and external places of safety. This must be documented and include if any hazards have been identified, actions required, and confirmation that the required action has remedied the issue e.g. boxes and other rubbish removed from stairwell. Also check equipment used in the evacuation e.g. torch batteries, evacuation ropes etc.
4. Inform new staff and relievers of evacuation procedures – as part of the induction process it is good practice to walk each new staff member or reliever down the full exit stairwell and out to the final place of safety before they commence with work so that they are familiar with the environment and procedures.
5. It is good practice to post the evacuation procedures on Educa at least every quarter to keep parents and staff up to date with the evacuation and emergency procedures.

Assembly points

- 1st assembly point – corridor by internal stairwell
- 2nd assembly point – outside the door of foyer of the PWC Building

Fire Evacuation Equipment:

1. Room backpack that contains a blanket, whistle, biscuits etc.
2. Torch
3. Evacuation ropes
4. Fire Warden Armband

Procedure on how children will proceed down the stairwell:

1. Staff to line children up by the classroom door before proceeding to the exit door by the stairwell.
2. There will be an adult (Centre Director / Supervisor) at the head of the group of children to set a steady pace down the stairwell. The adult will be carrying a **torch** in the event the lights go out in the stairwell.
3. There will be adults throughout each group to reinforce the pace and to provide assistance to children where needed.
4. Children can be grouped 2 or 3 abreast rather than in single file to speed up evacuation. The group effect can keep children moving at the pace of the group and provide peer support and stability. However, children should fall back to a single file if NZ Fire Services personnel are moving up the stairwell during a groups' descent.
5. If landings between floors are of a suitable size it can be helpful to halt each group to "regroup", reassure children and provide assistance as needed

Educating Children

- Staff to talk to children during mat times about fire safety and fire evacuation.
- Regular practice drills to familiarise children with the evacuation route down the stairwell and to the designated assembly point.

Training Staff

- Discuss procedures with all new staff, relievers and students during Induction.
- Review procedures with existing staff quarterly.
- Conduct a practice drill monthly.

On finding a fire

- Call 111 immediately
- Call out to let the other adults know
- Triggering a manual fire alarm call point
- Evacuate down the internal stairwell to the safe assembly point outside the building
- People with a disability will gather at reception / foyer and will be escorted by the Centre Administrator

Teachers (identified with orange armband) on duty in the classrooms:

- Direct the children through to the exit doors in the classroom to the internal stairwell.
- Check that all the children (and adults) are out of the kitchen and resource rooms.
- Take the classroom roll with.
- Accompany the children down the stairwell to the safe assembly point outside the building.
- Upon arrival at the main assembly point, check the roll to assess if anyone is missing.
- Take a torch in the event of lights going out in the stairwell. The torch is located at reception and in every utility area.

Centre Director and Administrator (identified with yellow vest):

- The Centre Director will take the centre phone, mobile phone and torch and proceed to the exit door by the stairwell to lead the group down the stairwell.
- The Centre Director will liaise with the NZ Fire Services if needed.
- The administrator will check the meeting, staff room and buggy storage area and ensure that all visitors/contractors are accounted for and direct any visitors to the exit door by the stairwell.
- The administrator will take the staff and visitor sign in register and go to the exit door by the stairwell to assist with the evacuation of children.
- The administrator will assist people with a disability if needed.

Students and lunch cover staff:

On average there will be at least 2 lunch cover staff in the centre daily and if there are any students doing practicum placements in the centre they will be requested to assist with the evacuation of the children in the room that they are working in.

The Fire Warden (identified with orange armband)

- Grab the torch and children's sign in register.
- Confirm with each teacher that all children are accounted for before proceeding down the stairwell.
- Do a head count once the safe assembly point has been reached.

Re-entering the building

All people:

No one is to re-enter the building until the all clear has been given by NZ Fire Services.