



## Fire Evacuation Procedure

<b>Assembly points</b>
<p>1<sup>st</sup> assembly point – individual outside play areas near exit gate</p> <p>2<sup>nd</sup> assembly point – corner of car park furthest away from the building</p>
<b>On finding a fire</b>
<ol style="list-style-type: none"> <li>1. Warn occupants in the immediate area if a fire is discovered.</li> <li>2. Operate the nearest fire alarm manual call point (red boxes with break-glass panels).</li> <li>3. Phone 111 immediately and ask for fire. Report the name and address of the building and the nature of the fire.</li> <li>4. Evacuate the building – go to the nearest assembly point.</li> <li>5. Report to the Centre Director and pass on any relevant information about the fire.</li> <li>6. Do not re-enter the building until the all-clear has been given by the Centre Director or Fire and Emergency Services New Zealand.</li> <li>7. Do not attempt to extinguish the fire unless you have been trained to do so.</li> </ol>
<b>Teachers</b>
<p><b>Inside teachers:</b></p> <ol style="list-style-type: none"> <li>1. Operate the nearest fire alarm manual call point if the alarm is not already sounding.</li> <li>2. Direct the children out the classroom door to the nearest safe assembly point. (Take alternative safe route if the main route is unsafe).</li> <li>3. Check that all children and adults are out of the rooms and shut the doors (do NOT lock). Do not close any windows.</li> <li>4. Check utility and sleep room, toilets and check any areas that children may get into, e.g. toy cupboard, playhouse etc.</li> <li>5. Place non-walking children in prams, mobile cots, front carry packs etc. and evacuate to the nearest assembly point.</li> <li>6. Report to the Centre Director to confirm all rooms are clear.</li> </ol> <p><b>Outside Teachers:</b></p> <ol style="list-style-type: none"> <li>1. If the alarm activates while the children are playing outside or if you have been alerted by an inside teacher, gather the children together and walk them or carry them to the nearest safe assembly point.</li> </ol>
<b>People requiring assistance to evacuate</b>
<ol style="list-style-type: none"> <li>1. People with a disability will gather at reception and will be assisted to evacuate to the nearest safe assembly point.</li> <li>2. Any visitors or parents in the building at the time – follow the instructions of the staff to evacuate to the nearest safe assembly point.</li> <li>3. Provide reassurance to any people who appear to be stressed about the situation and assist people to the place of safety outside.</li> </ol>
<b>At the Place of Safety/Assembly Area</b>
<ol style="list-style-type: none"> <li>1. All staff are to ensure that the children are contained in the assembly area while they are waiting for the all clear from the Centre Director or Fire and Emergency New Zealand.</li> <li>2. Take roll call: a teacher to call out the child's name and a second teacher to sight child.</li> <li>3. If requested to move by either the Centre Director or Fire and Emergency, ensure all children are quickly and safely walked (or moved) to the second assembly point.</li> <li>4. No one is to re- enter the building until the all clear has been given by either the Centre Director or Fire and Emergency New Zealand.</li> </ol>

**Centre Director**

1. Put on the Hi-Viz vest.
2. Check that the staff and planning rooms, kitchen, laundry and staff toilets are all clear if it is safe to do so.
3. Proceed to the assembly area at the front of the building and wait for the Fire Services to arrive.
4. Ensure that the 111 phone call to Fire and Emergency has been made – if any doubt, make another call.
5. Receive reports from the teachers that all areas are clear. If there is any risk to others with fire / smoke near the assembly area, instruct everyone to move to the second assembly point.
6. Liaise with Fire and Emergency on their arrival and inform them of the state of the evacuation.

**Administrator and the Cook**

Go directly to the babies' room to assist with evacuating non-walkers and children under the age of two.

**Students and lunch cover staff**

Go directly to the babies or toddlers' rooms (as directed by the Centre Director or Head Teacher) to assist with evacuating non-walkers and children under the age of two.

**Re-entering the building**

**No one to re-enter the building until the all-clear has been given either by the Centre Director or Fire and Emergency New Zealand.**