

FIRE EVACUATION PROCEDURE

IN THE CASE OF DISCOVERING A FIRE **IMMEDIATELY NOTIFY A MEMBER OF STAFF**

STAFF MUST

- Press manual call point to activate alarm.
- Evacuate premises to onsite assembly point by bollards in front carpark. (Using safe exit, either front door, side or backdoor fire exits.)
- If in the garden or patio, assemble at the bottom of the garden. If required to evacuate the site, use the fire exit at the side of Shine House.
- Kindergarten fire marshals (Emma Wohl and Maya Zarom) to sweep designated kindergarten areas.
- Staff team to follow drill allocation procedures taking register, evacuation bags, walkie talkies and medication for children with health care plans.
- Allocated kindergarten staff to check toilets and classroom to ensure all adults and children have left the building.
- Senior staff in offices on ground floor to take visitor and staff sign-in sheets and walkie-talkies.
- Children to assemble quietly at assembly point for registration. Or evacuate to the off-site evacuation point if instructed by the fire marshals or security guards.
- FRS fire marshals will guide everyone else out of the building.
- The fire marshals or security guards to alert the fire brigade, dialling 999. (The fire brigade will also automatically be alerted by the alarm service provider.)
- Return only after fire brigade / fire marshal has advised that it is safe to re-enter.

Records of Fire Drills will be kept in an incident folder in Kindergarten office. Drills will take place at least once every term, both in the morning and afternoon.

FIRST AIDERS

Staff: Emma Wohl, Aimee, Maya, Janine, Martina, Jolanta, Mashal

Supply Staff: Michelle, Rachel, Camille