

In the event of a fire or other emergency, staff will follow our evacuation procedures as follows:

A fire alarm activated in the pre-school is signalled by a red flashing light, an automated audio message to vacate the building and a fire siren.

Leave immediately by the nearest fire exit. Move quickly but **DO NOT RUN**. Go by the most direct and **SAFE** route to the assembly point – the lowest outside fence adjacent to the sandpit.

Staff must supervise the children's evacuation. The Preschool Fire Warden will account for all children. The Preschool Fire Warden will then report to the Building/Site Fire Warden at the Adobe wall, if any child is missing and inform them of the last reported sighting.

Remain at the assembly point until all clear is given to return to the building.

### Assembly point

The assembly point takes children away from the building to the safety of the furthest point of the outdoor playground. From this point, staff can easily monitor the children's safety and move further from the building through the back entrance gate.

### Evacuation display

The evacuation procedure will be displayed in the main play area of the preschool.

### Wardens

The wardens are allocated according to the daily rostered duties of staff and relievers. During emergencies and trial evacuations, the Preschool Warden will be identified with a red vest.

### Preschool wardens' duties:

#### Daily responsibility

1. Complete a count of all students present – check the preschool role for the total number of students who should be on site. If the numbers do not match, complete a head count using the role sheet.

#### In the event of an emergency

1. Ensure all staff are aware of the emergency
2. Ensure the Fire Service has been notified via a 111 call
3. Collect warden vest and telephone
4. Check all areas, close all doors and windows on route to exit, directing all children and adults to the gate.
5. Check the preschool role at assembly point to find out total number of students who are on site. Do a count of present students. If the numbers do not match, then complete a head count
6. Report to the other Building/Site Fire Warden at the Adobe Wall.

## **WARDENS PRIME CONCERN IS THE SAVING OF LIFE ON ACTIVATION OF ALARM**

### **Floor Wardens Duties**

- Ensure your evacuation area is evacuated
- Close all doors and windows on route to exit, directing all children and adults to the gate
- Report to the Preschool Warden at the assembly point
- Floor wardens must supervise children and parent evacuation and are responsible for keeping children safe

### **Emergency information and contacts**

Emergency details can be found on Discover which can be accessed on the staff phones. This will include information about each individual child such as contact numbers and special considerations.

### **Trial fire evacuations**

Pre-school will also participate in any trial fire evacuations conducted by Ko Taku Reo – Deaf Education Centre Administration.

### **Appendices:**

Appendix a: Emergency Activity Checklists

Appendix b: Warden Duties (links to LC- HS104, 105, 106)

Appendix c: Trial Record Template Appendix d: Emergency plan

Reviewed	February 2023
Review partners	Lead Teacher, Staff, Parents
Next review date	February 2027
Signed:	
Preschool Lead	Krista Clifford