

Ko Taku Reo Preschool

Emergency activity checklist

Evacuation		
Term	Date & time	Details/notes
1		Injuries? Y / N Alarm effective? Y / N Exits clear? Y / N
	Time taken	"Fire Action notices in place? Y / N Systems to assist evacuation in place & functional? Y / N / N/A Equipment effective? Y / N / N/A
		Occupants accounted for/building cleared? Y / N Date of last training: <i>Comment:</i>
2		Injuries? Y / N Alarm effective? Y / N Exits clear? Y / N
	Time taken	"Fire Action notices in place? Y / N Systems to assist evacuation in place & functional? Y / N / N/A Equipment effective? Y / N / N/A
		Occupants accounted for/building cleared? Y / N Date of last training: <i>Comment:</i>
3		Injuries? Y / N Alarm effective? Y / N Exits clear? Y / N
	Time taken	"Fire Action notices in place? Y / N Systems to assist evacuation in place & functional? Y / N / N/A Equipment effective? Y / N / N/A
		Occupants accounted for/building cleared? Y / N Date of last training: <i>Comment:</i>
4		Injuries? Y / N Alarm effective? Y / N Exits clear? Y / N
	Time taken	"Fire Action notices in place? Y / N Systems to assist evacuation in place & functional? Y / N / N/A Equipment effective? Y / N / N/A
		Occupants accounted for/building cleared? Y / N Date of last training: <i>Comment:</i>

Lockdown		
Term	Date & time	Details/notes
1		Injuries? Y / N Alarm effective? Y / N
	Time taken	Systems to assist movement in place & functional? Y / N / N/A Occupants accounted for? Y / N
		Date of last training: <i>Comment:</i>
2		Injuries? Y / N Alarm effective? Y / N
	Time taken	Systems to assist movement in place & functional? Y / N / N/A Occupants accounted for? Y / N
		Date of last training: <i>Comment:</i>
3		Injuries? Y / N Alarm effective? Y / N
	Time taken	Systems to assist movement in place & functional? Y / N / N/A Occupants accounted for? Y / N
		Date of last training: <i>Comment:</i>
4		Injuries? Y / N Alarm effective? Y / N
	Time taken	Systems to assist movement in place & functional? Y / N / N/A Occupants accounted for? Y / N
		Date of last training: <i>Comment:</i>

Earthquake		
Term	Date	Details/notes
1		Injuries? Y / N Exits clear? Y / N Systems to assist evacuation in place & functional? Y / N / N/A
	Time taken	Evacuation equipment effective? Y / N / N/A Occupants accounted for/building cleared? Y / N
		Date of last training: <i>Comment:</i>
2		Injuries? Y / N Exits clear? Y / N Systems to assist evacuation in place & functional? Y / N / N/A
	Time taken	Evacuation equipment effective? Y / N / N/A Occupants accounted for/building cleared? Y / N
		Date of last training: <i>Comment:</i>
3		Injuries? Y / N Exits clear? Y / N Systems to assist evacuation in place & functional? Y / N / N/A
	Time taken	Evacuation equipment effective? Y / N / N/A Occupants accounted for/building cleared? Y / N
		Date of last training: <i>Comment:</i>
4		Injuries? Y / N Exits clear? Y / N Systems to assist evacuation in place & functional? Y / N / N/A
	Time taken	Evacuation equipment effective? Y / N / N/A Occupants accounted for/building cleared? Y / N
		Date of last training: <i>Comment:</i>

PRESCHOOL WARDENS DUTIES

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 doors and windows on route to exit, directing all children and adults to the gate.
5. Check Playground app 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 on the Playground app.
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 assembly point.
- Report to the Preschool Warden at the assembly point.
- Floor wardens must supervise children and parent evacuation and are responsible for keeping children safely within the boundaries of the assembly point.

Appendix C

Ko Taku Reo Preschool - Emergency planning records

Year - 2022

Date	Term	Details/notes
2022 COVID Red Setting	1	✓ Evacuation 11 April Lockdown N/A Earthquake N/A low attendance of chn on site, Unsettled time.
	2	✓ Evacuation 14 June Lockdown N/A - planned for next staff callback day ✓ Earthquake 22 June
	3	✓ Evacuation 7 September ✓ Lockdown 29 August ✓ Earthquake 22 September.
	4	✓ Evacuation 12 December ✓ Lockdown 14 December ✓ Earthquake 8 December

Year - 2023

Date	Term	Details/notes
	1	Evacuation 3 April Lockdown 23 March Earthquake 4 April.
	2	Evacuation 31 May Lockdown 15 June Earthquake 28 June
	3	Evacuation Lockdown Earthquake
	4	Evacuation Lockdown Earthquake

Year -

Date	Term	Details/notes
	1	Evacuation Lockdown Earthquake
	2	Evacuation Lockdown Earthquake
	3	Evacuation Lockdown Earthquake
	4	Evacuation Lockdown Earthquake

MASTER

Ko Taku Reo Preschool

Emergency activity checklist - 2023

Evacuation		
Term	Date & time	Details/notes
1	3 April 10:30am	Injuries? Y / <input checked="" type="radio"/> N Alarm effective? Y / <input checked="" type="radio"/> N - Not used alarms, use visual emergency vest to wave. Exits clear? <input checked="" type="radio"/> Y / N "Fire Action" notices in place? <input checked="" type="radio"/> Y / N Systems to assist evacuation in place & functional? Y / N / <input checked="" type="radio"/> N/A Equipment effective? Y / N / <input checked="" type="radio"/> N/A Occupants accounted for/building cleared? <input checked="" type="radio"/> Y / N Date of last training: Comment:
	Time taken	
	2m 38sec	
2	31 May	Injuries? Y / N Alarm effective? Y / N Exits clear? Y / N "Fire Action" notices in place? Y / N Systems to assist evacuation in place & functional? Y / N / N/A Equipment effective? Y / N / N/A Occupants accounted for/building cleared? Y / N Date of last training: Comment:
	Time taken	
3		Injuries? Y / N Alarm effective? Y / N Exits clear? Y / N "Fire Action" notices in place? Y / N Systems to assist evacuation in place & functional? Y / N / N/A Equipment effective? Y / N / N/A Occupants accounted for/building cleared? Y / N Date of last training: Comment:
	Time taken	
4		Injuries? Y / N Alarm effective? Y / N Exits clear? Y / N "Fire Action" notices in place? Y / N Systems to assist evacuation in place & functional? Y / N / N/A Equipment effective? Y / N / N/A Occupants accounted for/building cleared? Y / N Date of last training: Comment:
	Time taken	

Lockdown 2023		
Term	Date & time	Details/notes
1	23 March	Injuries? Y / <input checked="" type="radio"/> N Alarm effective? <input checked="" type="radio"/> Y / N
	Time taken	Systems to assist movement in place & functional? Y / N / <input checked="" type="radio"/> N/A Occupants accounted for? <input checked="" type="radio"/> Y / N
	4 mins	Date of last training: 29/8/2022 Comment: Full KTR building, Preschool teachers only (4) + KTR staff. organised by Vanessa
2		Injuries? Y / N Alarm effective? Y / N
	Time taken	Systems to assist movement in place & functional? Y / N / N/A Occupants accounted for? Y / N
		Date of last training: Comment:
3		Injuries? Y / N Alarm effective? Y / N
	Time taken	Systems to assist movement in place & functional? Y / N / N/A Occupants accounted for? Y / N
		Date of last training: Comment:
4		Injuries? Y / N Alarm effective? Y / N
	Time taken	Systems to assist movement in place & functional? Y / N / N/A Occupants accounted for? Y / N
		Date of last training: Comment:

Earthquake 2023		
Term	Date	Details/notes
1	4 April 12.00	Injuries? Y / <u>N</u> Exits clear? <u>Y</u> / N Systems to assist evacuation in place & functional? Y / N / <u>N/A</u>
	Time taken	Evacuation equipment effective? Y / N / <u>N/A</u> Occupants accounted for/building cleared? <u>Y</u> / N Date of last training: 27 March 2023
	2m.	Comment: Chn at table eating, all except one child (refused) went under table along w adults 'Turtle Safe'.
2		Injuries? Y / N Exits clear? Y / N Systems to assist evacuation in place & functional? Y / N / N/A
	Time taken	Evacuation equipment effective? Y / N / N/A Occupants accounted for/building cleared? Y / N Date of last training:
		Comment:
3		Injuries? Y / N Exits clear? Y / N Systems to assist evacuation in place & functional? Y / N / N/A
	Time taken	Evacuation equipment effective? Y / N / N/A Occupants accounted for/building cleared? Y / N Date of last training:
		Comment:
4		Injuries? Y / N Exits clear? Y / N Systems to assist evacuation in place & functional? Y / N / N/A
	Time taken	Evacuation equipment effective? Y / N / N/A Occupants accounted for/building cleared? Y / N Date of last training:
		Comment:

Ko Taku Reo Preschool

Emergency activity checklist - 2022

Evacuation		
Term	Date & time	Details/notes
1	Mon 11/4 2.50	Injuries? Y / <input checked="" type="radio"/> N Alarm effective? <input checked="" type="radio"/> Y / N Exits clear? <input checked="" type="radio"/> Y / N "Fire Action" notices in place? <input checked="" type="radio"/> Y / N Systems to assist evacuation in place & functional? Y / N / <input checked="" type="radio"/> N/A Equipment effective? Y / N / <input checked="" type="radio"/> N/A Occupants accounted for/building cleared? <input checked="" type="radio"/> Y / N Date of last training: 15 June 2021 Comment: no children on site.
	Time taken	
	2m	
2	Tues 14/6/22 10.00am	Injuries? Y / <input checked="" type="radio"/> N Alarm effective? <input checked="" type="radio"/> Y / N Exits clear? <input checked="" type="radio"/> Y / N "Fire Action" notices in place? <input checked="" type="radio"/> Y / N Systems to assist evacuation in place & functional? Y / N / <input checked="" type="radio"/> N/A Equipment effective? Y / N / <input checked="" type="radio"/> N/A Occupants accounted for/building cleared? <input checked="" type="radio"/> Y / N Date of last training: 15/6/21 Comment: 18 children present
	Time taken	
	4 mins	
3	7 Sept 1.30pm	Injuries? Y / <input checked="" type="radio"/> N Alarm effective? <input checked="" type="radio"/> Y / N Exits clear? <input checked="" type="radio"/> Y / N "Fire Action" notices in place? <input checked="" type="radio"/> Y / N Systems to assist evacuation in place & functional? Y / N / <input checked="" type="radio"/> N/A Equipment effective? Y / N / <input checked="" type="radio"/> N/A Occupants accounted for/building cleared? <input checked="" type="radio"/> Y / N Date of last training: 15/6/21 Comment: Tu Kokiri students assisted.
	Time taken	
	3m 21 sec	
4	12 Dec	Injuries? Y / <input checked="" type="radio"/> N Alarm effective? <input checked="" type="radio"/> Y / N Exits clear? <input checked="" type="radio"/> Y / N "Fire Action" notices in place? <input checked="" type="radio"/> Y / N Systems to assist evacuation in place & functional? Y / N / <input checked="" type="radio"/> N/A Equipment effective? Y / N / <input checked="" type="radio"/> N/A Occupants accounted for/building cleared? <input checked="" type="radio"/> Y / N Date of last training: 15/6/21 Comment: 12 chn present, 7 staff, 4 visitors used playground app ✓✓
	Time taken	
	2m 28 sec	

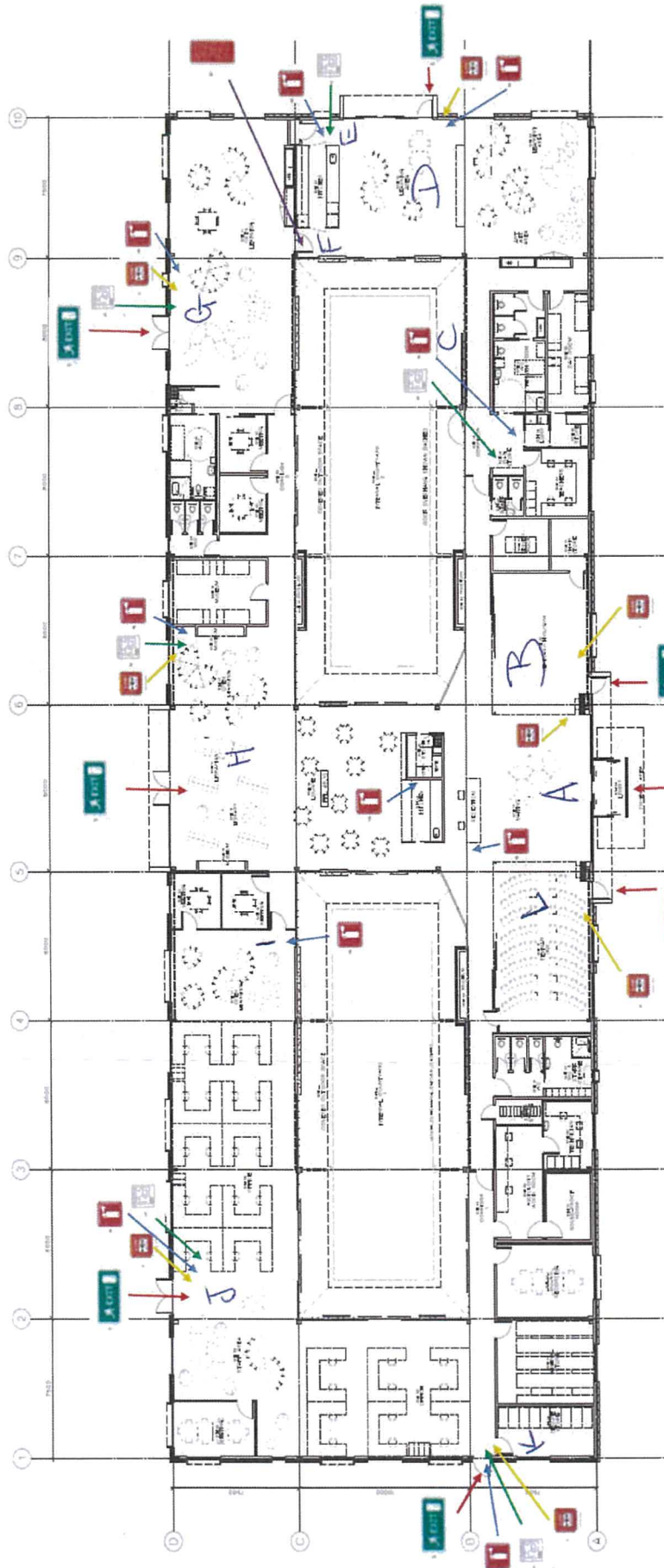
Earthquake 2022		
Term	Date	Details/notes
1		Injuries? Y / N
		Exits clear? Y / N
		Systems to assist evacuation in place & functional? Y / N / N/A
1	NA	Evacuation equipment effective? Y / N / N/A
	Time taken	Occupants accounted for/building cleared? Y / N
		Date of last training: Comment:
2	22 June	Injuries? Y / N
		Exits clear? Y / N
		Systems to assist evacuation in place & functional? Y / N / N/A
2	Time taken	Evacuation equipment effective? Y / N / N/A
		Occupants accounted for/building cleared? Y / N
	1.30m	Date of last training: 21 June Comment: Inside 4 adults, 7 chn - all turtle safe ✓ outside 2 adults, 6 chn - 4 chn turtle safe + 2 adults. 2 chn refused. Continue w turtle safe reminders @ mat time.
3	22 Sept	Injuries? Y / N
		Exits clear? Y / N
		Systems to assist evacuation in place & functional? Y / N / N/A
3	Time taken	Evacuation equipment effective? Y / N / N/A
		Occupants accounted for/building cleared? Y / N
	>1.30m	Date of last training: 21/22 Sept. Comment: All inside ~ 10.05am. 5 adults + 10 chn - all turtle safe ✓ 6 chn refused or not responded to request. (2 adults on breaks) * Remind adults to not go turtle safe til chn are safe. Do training / practices once every week in term 4.
4	8 Dec	Injuries? Y / N
		Exits clear? Y / N
		Systems to assist evacuation in place & functional? Y / N / N/A
4	Time taken	Evacuation equipment effective? Y / N / N/A
		Occupants accounted for/building cleared? Y / N
	>2m	Date of last training: mat times this week practising and visual created. Comment: Great work! Chn quick to respond 13 chn + 5 adults - all safe!

Lockdown <u>2022</u>		
Term	Date & time	Details/notes
1		Injuries? Y / N Alarm effective? Y / N
	Time taken	Systems to assist movement in place & functional? Y / N / N/A Occupants accounted for? Y / N
		Date of last training: Comment:
2	✓	Injuries? Y / N Alarm effective? Y / N
	Time taken	Systems to assist movement in place & functional? Y / N / N/A Occupants accounted for? Y / N
		Date of last training: Comment:
3	24 Aug	Injuries? Y / <u>N</u> Alarm effective? <u>Y</u> / N
	Time taken	Systems to assist movement in place & functional? Y / N / <u>N/A</u> Occupants accounted for? <u>Y</u> / N
	-	Date of last training: 29/8/2022 Comment:
4	14 Dec	Injuries? Y / <u>N</u> Alarm effective? <u>Y</u> / N
	Time taken	Systems to assist movement in place & functional? Y / N / <u>N/A</u> Occupants accounted for? <u>Y</u> / N
	3 mins	Date of last training: 29/8/2022 Comment: 3 teachers & 1 visitor in Sleeproom.

full KTR building. organised by Alison/KTR.

Appendix D.

- Exit Points - 
- Evacuation Plans - 
- Smoke Doors - 
- Fire Extinguishers - 
- Fire Emergency Switch - 



GROSS FLOOR AREA = 1341m²

PROJECT
KDEC SCHOOL
FLOOR PLAN
FOR COORDINATION
DATE: 10/10/2019
BY: [Signature]

DATE: 10/10/2019
BY: [Signature]
PROJECT: KDEC SCHOOL
FLOOR PLAN
FOR COORDINATION
DATE: 10/10/2019
BY: [Signature]

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FLOOR PLAN
FOR COORDINATION
DATE: 10/10/2019
BY: [Signature]



EXIT

A

IT

(IT)



B





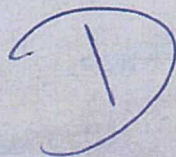
C

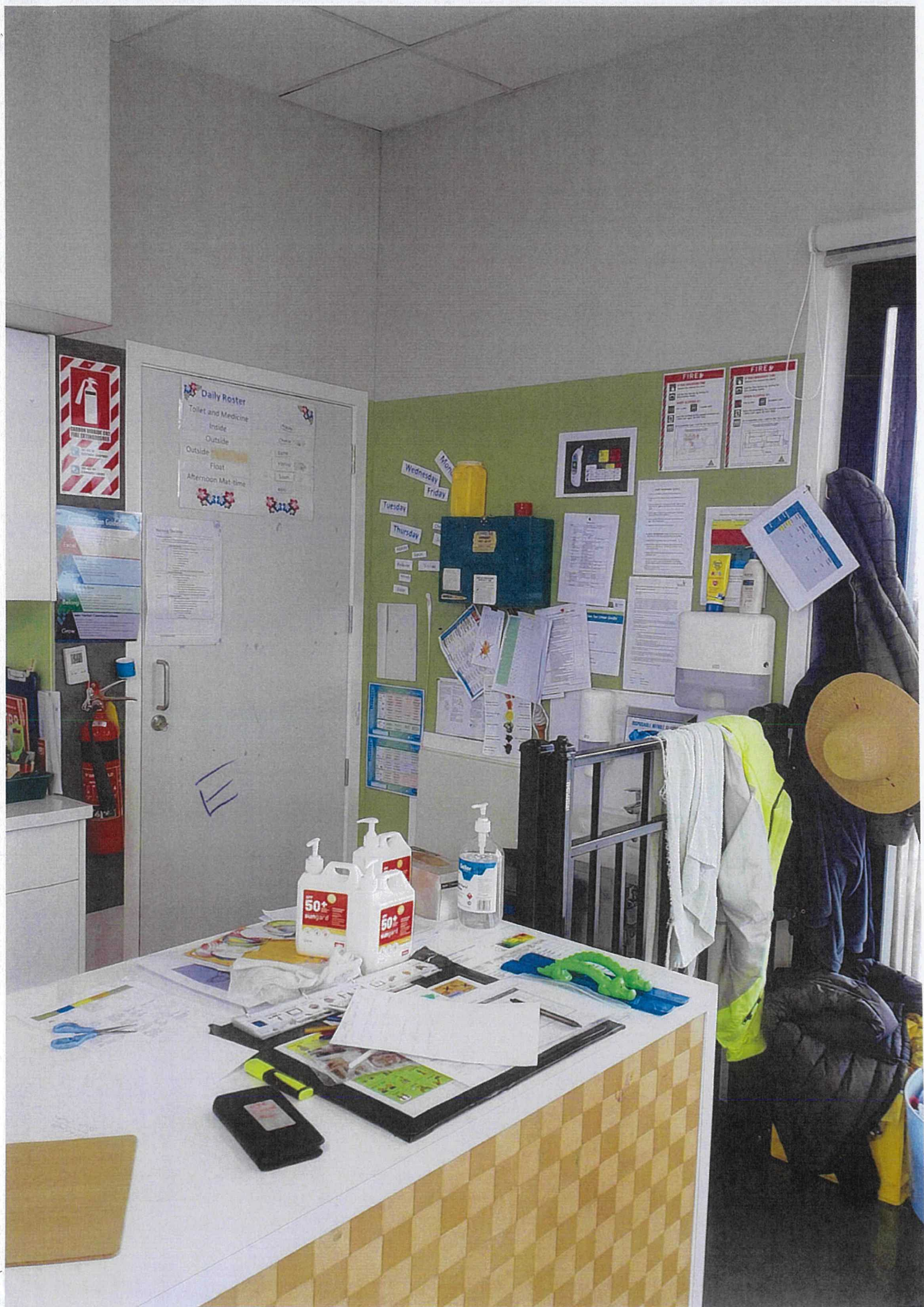
EXIT

Fire Exit Door -
Do Not Leave
equipment in
front of this door.



not allowed
koke e ohe













**ABC DRY POWDER
FIRE EXTINGUISHER**

FOR USE ON:
FIRE, OIL, GAS, LIQUIDS, SOLIDS, ELECTRICAL EQUIPMENT, CLOTHES

DO NOT USE ON:
WAX, PAINT, TEXTILES, FLAMMABLE LIQUIDS, ELECTRICAL EQUIPMENT, CLOTHES

Support
Alanya, Turkey

Support
Alanya, Turkey

Support
Alanya, Turkey

Support
Alanya, Turkey

WOTAN
FIRE EXTINGUISHER

H

GONILA



EXIT

Angela Gordon

Nicki Morrisor

EXIT



Health
Safe
(Allison & Maria)



