

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.

