**EMERGENCY EVACUATION PROCEDURE**

**FIRE WARDEN:** Julie Lofts

**2IC:** Betty Lam

When we hear the alert siren **‘BEEP BEEP BEEP’** we begin our evacuation procedures. Once this has begun a sign is placed at the front door of the building stating **‘DO NOT ENTER. FIRE EVACUATION IN PROGRESS’** This includes staff, parents and visitors. This is to prevent complications with monitoring who is in the building and reporting numbers to the **FIRE FIGHTERS.**

Each room has their own evacuation procedures due to different layouts and exits. Each room has a red key chain with whistle and a gate key which is to be worn by a staff member when evacuating. The **FIRE WARDENS** are to wear the correct red cap so they are easily identified.

There are 5 main areas: Babies, Toddlers, Pre-school, Office and Kitchen. Each team member has their own role titled area warden 1, 2 & 3. There are times when we have extra staff in the centre i.e. support workers, added staff to fit ratios, students or volunteers. The extra staff assist in the room they’re in with getting prepared and assisting the children outside. Staff from the office and kitchen are to immediately go to the babies room to assist. The babies are all put into a special fire trolley designed for evacuations, covered with a woolen blanket and are wheeled outside.

Our **MUSTER POINT** is inside the babies playground, along the wall near the gate. If we need to evacuate the premises we go through the gate and walk up to the Spence Pre-School and congregate along the furthest back fence. This is our **ASSEMBLY POINT.** Once all the children and staff are safe and accounted for the **FIRE WARDENS** is to walk over to the next building to wait for the **FIRE BRIGADE** to report our status and find out information on the situation. The **FIRE WARDENS** is then to return to **ASSEMBLY/MUSTER POINT.** We then all wait there until the **FIRE FIGHTERS** arrive and speak with us.

Under no circumstances is anyone to re-enter the centre until it has been completely checked by the **FIRE BRIGADE** and they have given us clearance.

This whole procedure is to be documented to give full details to the **FIRE** **BRIGADE.** It is also to be filed in the ‘Natural Disaster and Fire Drills’ folder in the office for our records. They are used to help us evaluate how efficient and effective our procedures are and to assist in preventing any mistakes or accidents in the future.

**Fire Warden:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_2IC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_**

**Director:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_**

Sourced: First 5 minutes (training organisation)