

# FIRE ACTION NOTICE

## IF YOU DISCOVER A FIRE

*SHOUT 'FIRE, FIRE, FIRE' AND ACTIVATE THE  
FIRE ALARM TO WARN OTHER OCCUPANTS*

*DIAL 111 FROM A SAFE PHONE – ASK FOR FIRE*

## WHEN WARNED OF A FIRE IN THIS BUILDING

*LEAVE THE BUILDING IMMEDIATELY USING THE  
NEAREST EXIT*

*THE MAIN EXIT IS THE FRONT DOOR OF THE  
BUILDING WITH AN ALTERNATE EXIT ACROSS  
THE DECK AT THE REAR AS MARKED WITH 'EXIT'  
SIGNS*

*ASSEMBLE IN THE GRASS AREA NEXT TO THE  
CARPARK*

*IF YOU REQUIRE ASSISTANCE TO EVACUATE,  
INFORM A TEACHER*

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*A FIRE EXTINGUISHER IS LOCATED JUST  
INSIDE THE FRONT DOOR AND THE KITCHEN*

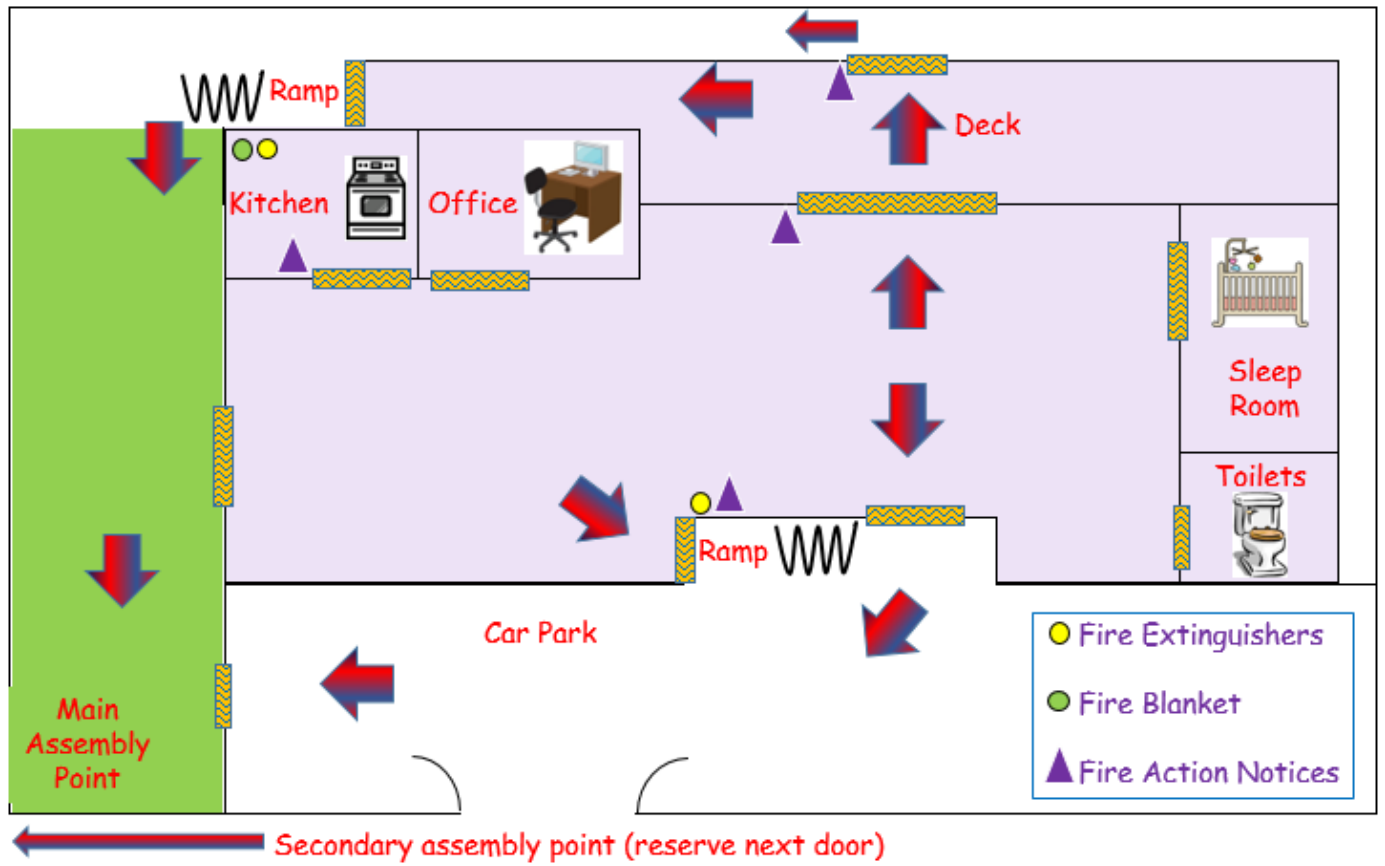
## Example of Training Document – Childcare

<b>Key Centre Details – fire drills and emergencies</b>	
<b>Address</b>	33 Imaginary Lane, Fitzroy, New Plymouth
<b>Max # of Under 2s</b>	6 children (with 2 teachers)
<b>Max # of Over 2s</b>	20 children (with 3 teachers)
<b>Other staff</b>	1x Head Teacher (all hours) 1x Administrator (all hours)
<b>Equipment on site for evacuating non-walking children</b>	3x mobile cots holding 3 children each
<b>Assembly point</b>	Fenced grass area next to car park If unsuitable use the reserve next door
<b>Training frequency</b>	Induction of new staff and with fire drills
<b>Fire drills</b>	Once every term
<b>After hours procedure</b>	Any group occupying the building outside Childcare hours will be required to have nominated people to replace teachers roles

<b>Topics covered during training</b>
Fire prevention/possible causes of fire in the building The speed of fire The effects of fire Fire and smoke behaviour The need for early warning of a fire Fire alarm systems in the building Reporting a fire through the 111 system Means of escape from the building Keeping means of escape clear (including outside ramps and gate) Managing children during an evacuation (use of mobile cots) Managing visitors during an evacuation Identifying and managing people who may require assistance (including techniques to assist) Checking of rooms and ensuring building is clear Importance of closing doors to restrict fire spread Use of fire extinguishers Communication line, reporting to the head teacher and Fire and Emergency NZ Review of Evacuation Scheme Document

<b>Training delivery</b>
It will be the responsibility of the Head teacher to ensure training is delivered. Delivery method will vary including presentations, use of videos, guest speakers and knowledge checks of all staff.

# Example of Site Map - Childcare



## Fire Emergency Evacuation Scheme

Key Centre Details – fire drills and emergencies	
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Max # of Under 2s	6 children (with 2 teachers)
Max # of Over 2s	20 children (with 3 teachers)
Other staff	1x Head Teacher (all hours) 1x Administrator (all hours)
Equipment on site for evacuating non-walking children	3x mobile cots holding 3 children each
Assembly point	Fenced grass area next to car park If unsuitable use the reserve next door
Training frequency	Induction of new staff and with fire drills
Fire drills	Once every term

### All occupants

Warn occupants in the immediate area if a fire is discovered.

Operate the nearest fire alarm manual call point (red boxes with break-glass panels).

Call 111 and ask for fire. Report the name and address and the nature of the fire.

Evacuate the building – go to the grass area next to the car park.

Report to the Head Teacher and pass on any relevant information about the fire.

Do not re-enter the building until the all-clear has been given by the Head Teacher or Firefighters.

Do not attempt to extinguish the fire unless you have been trained to do so.

### Teachers

Operate the nearest fire alarm manual call point if the alarm is not already sounding.

Direct the children to the front door (or rear deck if front is blocked by fire or smoke)

Check all children and adults are out of the rooms and shut the doors (do NOT lock)

Ensure all rooms are checked (kitchen, office, sleep room, toilets) and also check any areas that children may get into, e.g. toy cupboard, playhouse.

Place non-walking children in mobile cots and take them down the safest ramp (there are no steps or stairs to be negotiated)

Group the children together and accompany them to the place of safety outside in the grassed area next to the carpark.

Report to the Head Teacher to confirm clearance of all rooms.

#### Outside Teachers:

If the alarm activates while the children are playing outside the teachers are to gather the children together and walk them or carry them to the safe place in the grassed area next to the car park.

**People requiring assistance to evacuate:**

Place under 2 year olds who are unable to walk out themselves into cots (up to 3 per cot) and wheel them out to the place of safety using the ramps.

Provide assistance to anyone else (visitors) in the building who are unable to self-evacuate.

There could be visitors/relatives in the building with a range of requirements. These could include people who are hearing or sight impaired, people with impaired mobility, people with a neurological condition that may mean they do not understand the need to evacuate. Provide reassurance to any people who appear stressed about the situation and assist people to the place of safety outside. All doors have ramps to ensure they are accessible by people with varying levels of mobility.

**At the Place of Safety/Assembly Area:**

All staff are to ensure that the children are contained in the assembly area while they are waiting for the all clear from the Head Teacher or Fire and Emergency New Zealand.

If requested to move by either the Head Teacher or Fire and Emergency, ensure all children are quickly and safely walked (or moved in cots) to the reserve next door via the car park gate.

No one is to re- enter the building until the all clear has been given.

## Head Teacher

Put on the Red Hi-Viz vest.

Check the rooms are all clear if it is safe to do so.

Proceed to the assembly area in the grassed area next to the car park at the front of the building.

Ensure that the 111 call to Fire and Emergency has been made – if any doubt, make another call.

Receive reports from the other teachers.

If there is any risk to others with fire / smoke near the assembly area, instruct everyone to move to the reserve next door.

Liaise with Fire and Emergency on their arrival and inform them of the state of the evacuation.