

Childcare Centre

Example Evacuation Scheme Document

Key Centre Details – trial evacuations and emergencies	
Address	123 Standard Street, Standard Suburb, Standard Town
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 trial evacuations
Trial Evacuations	Once every six months
After hours procedure	Any group occupying the building outside Childcare hours will be required to have nominated people to replace teachers roles

Staff training for managing fire evacuations is undertaken during an employee's induction and trial evacuations are held every six months.

Fire evacuation procedures are as follows:

If you discover a fire

- Warn occupants in the immediate area, Shout “Fire Fire Fire”
- Operate the nearest fire alarm manual call point (these are red boxes with break-glass panels)
- Call Fire and Emergency on 111. Report the name, address and nature of the fire.
- Evacuate the building, go to the grass area beside the car park.
- Report to the Head Teacher at the alarm panel (beside main front exit) 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 Fire and Emergency New Zealand.
- Do not attempt to extinguish the fire unless you have been trained to do so.

If you are warned of a fire

- Activate the nearest manual call point if the alarm is not already sounding
- Assist others to evacuate if required
- Evacuate the building, go to the grass area beside the carpark

When making a 111 call

- If possible, use a mobile phone outside the building or a phone in a safe area out of earshot of the alarm
- Ask for Fire
- You will need to provide the following information:
 - Building name **[Insert Building name]**
 - Building address – **[Insert street number, street name, suburb and city]**
 - Nearest intersection **[Insert nearest Intersection]**
 - The nature of the emergency (e.g. alarms ringing)

General evacuation information

Teachers will be responsible to physically check every room is clear and then report the area is evacuated to the Head Teacher.

All occupants must follow the instruction of staff at all times. Instructions may be given to move directly to the assembly point/place of safety on the grass area beside the carpark.

Staff may also instruct occupants to provide assistance to those who require it to evacuate.

Teachers

Upon hearing the alarm:

- 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)
- If anyone needs assistance to evacuate, appoint people to help them evacuate as required
- Group the children together and accompany them to the place of safety outside in the grassed area beside 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 beside the car park.

Head Teacher

Upon hearing the alarm:

- Put on the Red Hi-Viz vest
- Go to the alarm panel and note the location of the alarm activation
- Confirm that the 111 call has been made – if in any doubt, make another 111 call
- Await reports from the Teachers
- If the primary assembly area becomes unsafe, direct everyone to move to the flagpole in the reserve next door.
- When Fire and Emergency arrive report to the officer in charge and tell them the status of the evacuation (i.e. which areas have reported as being cleared) and any other relevant information
- Do not allow anyone to re-enter the building until the emergency is over

People requiring assistance to evacuate

Staff are trained in a number of techniques to be able to provide assistance to those who need it to evacuate. They should provide this assistance if they identify someone in need.

Under 2 year olds who are unable to walk out themselves will be placed into cots (up to 3 per cot) and wheeled by the teachers to the place of safety using the ramps.

Staff will 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. Reassurance will be provided to any people who appear stressed about the situation and they will be assisted 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.

Maintaining the evacuation scheme

All occupants are responsible to:

- Participate in six monthly trial evacuations
- Ensure that all exit ways and stairwells are kept clear at all times
- Take precautions to avoid fires starting

AFTER HOURS PROCEDURE

If the building is occupied outside of the normal hours, then there may be no Staff present so therefore the following procedure should be followed:

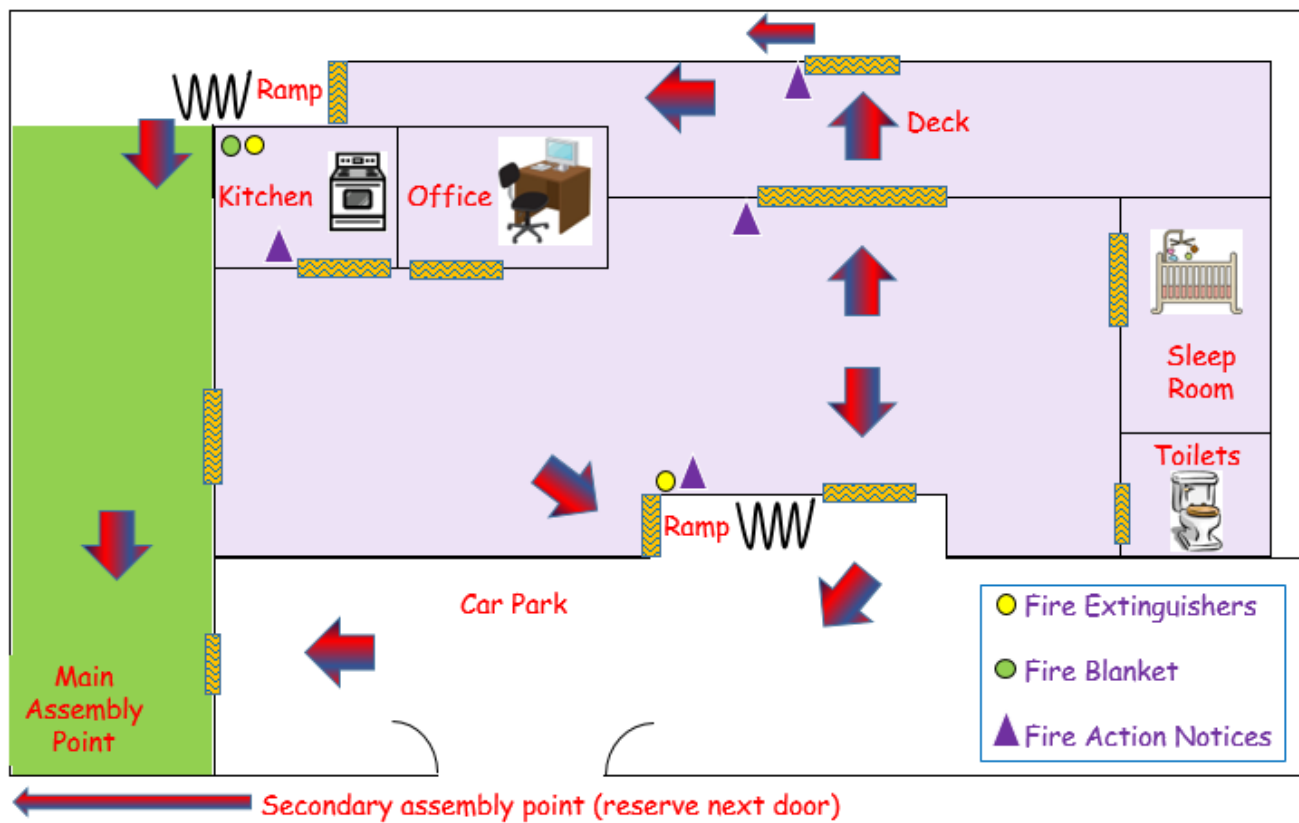
Anyone discovering a fire is to:

- Warn occupants in the immediate area, check the area you are in for other people
- Operate the nearest fire alarm manual call point
- Call Fire and Emergency on 111
- Evacuate the building, assisting anyone else you see on the way who requires it
- Go to the grass area beside the carpark
- If the primary assembly area becomes unsafe, move to the flagpole in the reserve next door.
- Liaise with Fire and Emergency upon their arrival

Anyone hearing the fire alarm sound:

- Check the area you are in for other people
- Evacuate the building, assisting anyone else you see on the way who requires it
- Go to the grass area beside the carpark

Site Map



FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE

**WARN OTHER BUILDING OCCUPANTS
SHOUT “FIRE FIRE FIRE”**

**ACTIVATE THE FIRE ALARM AND DIAL 111
FROM A SAFE PHONE – ASK FOR FIRE
FIREFIGHTING EQUIPMENT IS LOCATED
IN THE KITCHEN**

WHEN WARNED OF A FIRE IN THIS BUILDING

**YOU MUST LEAVE THE BUILDING IMMEDIATELY
USING THE NEAREST EXIT**

**EXITS ARE LOCATED AT THE END OF THE
CORRIDOR TO THE LEFT OF THIS NOTICE**

**ASSEMBLE ON
THE GRASS AREA BESIDE THE CARPARK**

***IF YOU REQUIRE ASSISTANCE TO EVACUATE,
ADVISE A TEACHER WHO WILL ASSIST YOU***