**Procedures for Evacuation**

1. Procedure One - Normal working hours and warden system operating
2. Procedure Two - After normal working hours (no warden system is in place).

**Procedure One**

1. During normal working hours ie. Between 8am and 5pm this centre will operate with a senior and assistant fire wardens. In the event of a fire or trial evacuation the senior warden will immediately don the identification vest and the assistant warden will put on the identification arm band.
2. A staff member will operate the alarm switch on the alarm box nearest to you, beside every exit door.
3. The staff member rostered inside must immediately call 111 for the fire brigade requesting that a unit be sent to Little Sunbeams Christian Early Childhood Centre, 163 Dominion Rd, Papakura
4. On hearing the audible alarms (either when deliberately activated for a trial evacuation or set off automatically by the smoke detectors) all staff will instruct the children in their section of the building or grounds to evacuate the building or playground calmly and to assemble at the carpark assembly point. The staff member will also check the areas near them eg. toilets, offices and storage rooms.
5. The staff member rostered inside will collect the sign-in book, the roll and the Building Assistance Register as they exit the facility. A head count will be completed at the assembly point. This will be cross checked with a roll call from the sign-in book.
6. All staff members are responsible for keeping control of the children. They will not be permitted to leave the assembly point before the all clear is given.
7. One staff member must remain outside the main entrance to direct the fire brigade.
8. Only if conditions permit should any attempts be made to extinguish the fire.

*Note: This information will be communicated to all those using the premises by placing the details on the wall beside each exit door and on the staffroom notice board.*

**Procedure Two**

The evacuation of the building occupants is initiated by the following events:

If a building occupant discovers a fire they are instructed, as per the After Hours Emergency Evacuation Notice (see below), to operate the nearest safe manual fire alarm call point that will activate the fire alarm system.

When the fire alarm is sounding, all occupants are instructed to evacuate the building to the carpark assembly point. They will then telephone the emergency services by dialing 111 from a safe area, building or mobile telephone, and meet the Fire Service on their arrival to advise them of the emergency.

**After Hours Emergency Evacuation Notice**

**If you discover a fire:**

1. Raise the alarm immediately by operating the nearest safe Fire Alarm Call Point.
2. Close all doors near the fire area (if safe to do so).
3. Quickly check that the area is clear of other people (if safe to do so).
4. Leave the building by following the nearest escape route indicated by EXIT signs, that is unaffected by fire.
5. Ensure the Fire Service is notified per 111 call (outside line may be required) using a telephone in a safe area.
6. Assemble at the Carpark Assembly Point, to meet the Fire Service.
7. Report to the Fire Service on their arrival and advise them of any relevant information (fire location etc).
8. Do not re-enter the building until the Fire Services has issued the all clear to return.

**If you hear the fire alarm follow steps 3-8:**

**Fire-Fighting Precautions**

Do not approach the fire or attempt to extinguish a fire, unless it is safe to do so and you have had appropriate fire extinguisher training.

If a small fire is discovered, it may only require immediate use of a fire extinguisher. If there is any doubt as to your safety or the safety of other building occupants contain the fire by closing appropriate doors. Activate a manual fire alarm call point and evacuate the building following the above instructions.

**Earthquake & Natural Disasters Procedure**

1. Staff will call “be turtles” to signal the beginning of an earthquake.

 Staff and children either move inside/outside quickly. Get under a table, in a doorway or in the toilet room.

1. Adopt the “turtle” position (knees together, hands clasped firmly behind head, bury face in arms, protect head, close eyes tightly). Staff will educate the children about being ‘turtle safe’.
2. Remain in the building until all clear is given by the Team Leader.
3. The Team Leader and staff must check for hazards and decide whether it is safer in the building or to evacuate.
4. On evacuation: remain calm, Inside Teacher to take centre rolls and sign-in sheets, emergency bag and first aid kit, evacuate the children, parents/guardians, visitors and staff. Outside Teacher to collect Emergency Contact list.
5. Assemble in a safe area eg. school playground.
6. The Team Leader must undertake a physical head count using the sign-in sheets.
7. Staff to remain with children until all the children have been collected.

*Note: Civil Defence have been notified of the Little Sunbeams Christian Early Childhood Centres location*

*(August 2005).*