

Fire Evacuation

FIRE - 3 long blasts by whistle blower
They designate action, nominated person and exit route

Nominated person
Collect register, number,
contact numbers and
phone.

Staff and all children
Leave the building by the
safest route and go to
assembly point.

Manager
Check all areas and
collect parents' register.

At assembly point, children and staff are counted and numbers confirmed. If numbers incorrect, call register. Immediately after evacuation, fire emergency service called and parents informed.

Location of Fire Extinguishers:

- * By the first set of inner doors in the hallway.
- * By the door in office

- * By the fire exit door in the main room
- * Powder extinguisher and fire blanket in the kitchen.