

St Michael Steiner School

Early Years Emergency Evacuation Procedure

Main school kindergarten room

- The Early Years staff will hear the fire alarm or ring the bell in kindergarten and the kitchen.
- The teacher goes directly to the door, takes the fire rope and invites children to take a hold.
- Once all children are holding the rope, teacher takes the register bag and sings 'follow follow'.
- If a group of children are in the kitchen, they return to the kindergarten. The door is not opened until all the children are in sight.
- Any child who needs extra help has their hand taken by an adult. The teacher leads the group out of the kindergarten, and directly to the left, out of the front door of the building to the Designated Area.
- The assistants will ensure all children have left the room and close the door behind her.
- Be aware Classes 1 to 4 all exit the building by the stairs and front door so this is a busy route, also directly where the bell is sounding very loudly. Some children may be disturbed by this.

Cottage Kindergarten

- It is not possible to hear the main school fire bell ringing. If the fire bell rings one member of the school staff (Stella normally) comes to the Cottage to inform them of the fire alarm.
- The teacher goes directly to the door and sings 'follow follow'. She puts the register bag on her back, takes the fire rope hanging up and asks the children to hold the rope.
- Once all children are holding the rope with the help of the assistant, she opens the door and walks children out, across the car park under the trees to the kindergarten designated area.

Children must not stop to change slippers or get coats etc.

Garden

- If all the children are in the garden, we call the children 'Follow Follow', and take the two fire ropes that are available.
- Taking both register bags and not leaving until all the children are counted by the gate, the children hold onto the fire ropes and walk across the grounds to the Designated Area.

Early Years Designated Area

- This is located along the outside of the Parent & Child garden fence, under the oak trees.
- Once all the children are there and all early years staff, each teacher will take the register for their children and staff.

Parent & Child Groups

- If a fire alarm is activated during indoor Parent & Child groups, the leader is responsible for leading all attendees to the Early Years designated area.

What we must do:

1. Take register every day by 9am.
2. Update register with-late comers.
3. Know where the children are all the time – so awareness of toilets, kitchen (this specifically relates to the school kindergarten building).

Revised and updated August 2016