

The St Michael Steiner School Early Years Early Years Emergency Evacuation Procedure

Cottage fire alarm

General

There is a separate fire alarm in the cottage kindergarten. Fire drills are carried out three times a year. The two fire alarm points are tested each week and a log is kept. Kindergarten should practice on different days of the week, so all part-time children experience one practice.

Evacuation from Cottage Kindergarten

- When the fire alarm is on, the teacher puts the Register bag on their back, goes directly to the door into the boot room taking the fire rope and gathers the children, singing 'Follow, Follow'.
- The assistant checks the toilet in case a child is there and one last check in the room.
- Once all children are holding the rope with the help of the assistant, the teacher leads the children out (through boot room or french door) to the designated area at the back of the garden by the back fence. The children must not stop to change slippers or get coats etc. The teacher counts the children. The assistant is the last to leave kindergarten.
- The assistant stays with the children in the designated area while the teacher goes back to the kindergarten to switch the fire alarm off.
- The teacher gets back to the designated area and then leads the children back to the kindergarten room.

Garden

- If both groups are in the garden, we call the children with 'Follow, Follow', and lead them to the designated area at the back of the garden.
- Taking both register bags and not proceed until all the children are counted outside, the children hold onto the fire ropes and walk across the garden to the designated area for the cottage.

Early Years Designated Area for the cottage

- This is located at the end of the garden by the back fence.
- Once all the children are there and all early years staff, each teacher will take the register for their children and staff.

What we must do:

1. Take register every day by 9am.
2. Update register with-late comers.
3. Know where the children are at all times* - awareness of toilets, kitchen,
4. *Staff must communicate to each other whenever they need to take any children out of the cottage kindergarten informing the other staff who they are taking and how many children. The teachers will keep an updated number of children in the cottage.
5. Teachers to keep their phones on them at all times.