

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

### **General**

The Fire alarm sounds in the main school inside the front door. The alarm is tested each week. Fire drills are carried three times a year. Kindergarten should practice on different days of the week so all part-time children experience one practice.

### **Evacuation from Main school kindergarten room**

- The Early Years staff will hear the fire alarm in the kindergarten and in the kitchen.
- The teacher goes directly to the door, takes the fire rope and asks children to hold the rope. Once all children are holding the rope, the teacher takes the register bag and sings 'follow follow'. The teacher counts the children.
- If a group of children are in the kitchen/toilet, they return to the kindergarten room. The door is not opened until all the children have been counted/in sight.
- Any child who needs extra help has their hand taken by an adult, or if necessary, carried. Nobody stops to take belongings, change slippers or take jackets. The teacher leads the group out of the front door of the building to the Designated Area by the side of the Parent & Child garden.
- The assistant/s will ensure all children have left the room and close the door behind her. One member of staff will check the toilets/kitchen area to make sure they are empty.
- The exit route is busy by the front door and very loud with the alarm. Some children may be disturbed by this, hence children holding the rope is important.

### **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, the teacher will take the register for their children and staff.

### **Parent & Child Groups**

- If a fire alarm is activated during Parent & Child groups sessions, the leader will inform the parents that a fire drill is taking place. The group can stay within the boundaries of the P&C garden.

### **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 - awareness of toilets, kitchen.