

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 (once per term). 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 takes the Register bag, goes directly to the door (through boot room or french door), takes the fire rope and asks children to hold the rope, singing 'Follow, Follow'.
- The assistant checks the toilet in case a child is there and the room.
- Once all children are holding the rope with the help of the assistant, the teacher leads the children out to the designated area at the back of the garden by the back fence.
- Any child who needs extra help has their hand taken by an adult, or if necessary, carried. 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.
- Teachers take register bags, 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. Teacher to take register every day by 9am.
 2. Update register with-late comers.
 3. Keep fire exits clear at all times.
 4. Know where the children are at all times* - awareness of toilets, kitchen.
- *Staff must communicate with each other whenever they need to take any children out of the cottage kindergarten informing the other staff who and how many children they are taking. Staff will keep an updated number of children in the cottage.
5. Staff to keep their phones on them at all times.
 6. Teacher to share emergency evacuation procedures with volunteers and visitors.

List of Fire officers displayed in the Cottage kindergarten.