

# **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 may practice on different days of the week in order to familiarise part-time children with the procedure.

## **Evacuation from 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 register bag and the fire rope and asks the children to hold the rope, singing 'follow follow'. The teacher counts the children and lead them to the designated area outdoors.
- 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. The children must not stop to change slippers or get coats, etc.
- 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 checks the toilet/kitchen in case a child is there and the room. Assistant will ensure all children have left the room and close the door behind her.
- 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. 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 kindergarten informing the other staff who and how many children they are taking. Staff will keep an updated number of children in the kindergarten.