



## Fire and Evacuation Procedures

### Policy:

Stepping Stones Child Care Centre has developed a procedure to follow in the event of a fire within the premises or within close proximity of the premises, which is designed to ensure the safe evacuation of all the children, staff, families and visitors. The Fire Evacuation Procedure is displayed in the foyer, kitchen, staff room, staff toilets and in each of the classrooms.

- The Centre has the required regulation number of fire hoses, extinguishers and fire blankets installed throughout the premises.
- Staffs are regularly provided with fire training.
- The fire evacuation procedure is practiced regularly throughout the year, in accordance with requirements specified in ACT Childcare Services Standards 2009 and the Victorian Children's Services Regulations 2009.

### Procedure:

**UPON DISCOVERY or NOTIFICATION OF FIRE – Blow the air horn/whistle to alert all children, staff, visitors and parents of the emergency:**

**Qualified staff in each room with help from assistants shall:**

- Immediately move all children from the building of the emergency to the external evacuation assembly point (see Evacuation map for assembly point), using evacuation cots for Nursery and Tiny Toddlers (Put evacuation cot outside before placing children in cot), taking **red attendance sheet folder**, gate keys and collect any emergency medication e.g. Epi Pens, asthma medication, etc for children in attendance.
- **DO NOT** collect children's belongings or put shoes on etc, our priority is to exit the building with the children safely.
- Staffs are to check all areas of the room are empty and close all windows and doors (including bathrooms, cot rooms, art rooms, storerooms) as your leave.
- Ensure that family members and visitors within your room follow your direction to evacuate with your group to the designated assembly point.
- Once assembled at the external evacuation assembly point, mark off each child in your care once you have accounted for them, on the attendance sheets, located in the red Attendance sheet folder.
- Report numbers of children to Centre Director.
- Ensure all staff is accounted for/ assist other rooms where possible. Any staff that are on breaks, programming or study need to return to their rooms ASAP and assist staff to evacuate children.

### The Cook Shall:

- Turn off stove/oven and appliances
- Check kitchen (close door when leaving area), laundry, and staff room and staff outdoor area.
- Assist Nursery with evacuation.

### The Centre Director, Office staff and / or Company Director shall:

- Call the fire brigade "000"
- Put evacuation sign on front door (if practicing a drill)
- Close doors and windows of offices

- If safe to enter, conduct a search of the rooms to ensure that all persons have been evacuated.
- Collect staff and visitor sign in/out sheets
- Take mobile phone to assembly point.
- Check numbers of children and staff in attendance and inform parents of the emergency. If drill evacuation, parents to be notified via email, as soon as possible after evacuation.
- Take further instructions as recommended by the Fire Brigade.

If the cook is not present, the Centre Director must complete the Cooks Emergency Procedure. If the Centre Director is not present the next in charge must complete the Centre Directors Emergency Procedure & Cook Emergency Procedure.

**Remember to remain calm and do not give sense of panic, reassure the children and alert the fire brigade if any children or staff are missing.**

The Centre's Evacuation bag is kept in the evacuation cot in the nursery.

**Source:**

ACT Childcare Services Standards  
Victorian- Children's Services Regulations 2009.

**This policy links to the following CCQA Principles:**

Quality Practices Guide (2005) – Principle 5.5

Developed: February 2007

Last Reviewed: 29<sup>th</sup> September 2009

To be Reviewed: September 2010

Reviewed in consultation with Staff Members & Parent Committee Members current at September 2009