



Fire Drill

A fire drill will be practiced for one week within the school term (x 4 times a year) where all staff and children present at those times will practice the drill.

The practice will consist of following the procedure below and a shout of the following word three times

Fire Fire Fire!

Person (teacher 1) who sees the fire activates the smoke alarm (by the panel on the wall or manual call point) to warn all others on the premises of the sighting of potential fire.

- Put on the emergency hat, collect the child register, assembly point hat and the centre cell phone
- Assist with children to assembly point
- Hand to teacher 2 the child register and teacher assembly hat at assembly point
- Dial for the fire service Ph: 111 and give necessary information (potential danger, physical address, phone number, numbers currently on the premises and any other details such as; injuries that may have happened and additional support services that may need be required to attend the Centre)
- Ensure all gates are unlatched for the FIRE BRIGADE

Second person (teacher 2)

- Assist with children to assembly point
- Put on assembly point hat
- Record areas as they are reported as checked and cleared
- Check child register at assembly point

(Each person (teacher and/or educator) in each area and/or office/kitchen)

- Assist with all children/tamariki and family/whanau members to the assembly point
- Assist with any disable persons currently on the Centre premises
- Shut all windows and doors as leaving a CHECKED area
- Check all outdoors area

(ADDITIONAL ADULTS): Assist with children

- Foot note: If fire or emergency is in building closer to Gilbert Street the emergency meeting place will be beside the tunnel house on the front yard of Aroha early learning centre. If fire or emergency is closer to Broughton Street, then the emergency meeting place will be at the furthest point of the slide to keep clear of any emergency service needing to come through gates.