



Standard Childcare



Fire Emergency Training Material

Key Centre Details – fire drills and emergencies	
Address	33 Imaginary Lane Fitzroy New Plymouth
Max # of Under 2s	6 children (with 2 teachers)
Max # of Over 2s	20 children (with 3 teachers)
Other staff	1x Head Teacher (all hours) 1x Administrator (all hours)
Equipment on site for evacuating non-walking children	3x mobile cots holding 3 children each
Assembly point	Fenced grass area next to car park If unsuitable due to fire/smoke: Evacuate to the reserve next door
Fire drills	Once every term
After hours procedure	Any group occupying the building outside Childcare hours will nominate a Leader to perform the role usually performed by the Head Teacher

All occupants – If you discover a fire
Warn occupants in the immediate area
Operate the nearest fire alarm manual call point (red boxes with break-glass panels)
Call the Fire Service on 111
Evacuate the building – go to the grass area next to the car park
Report to the Head Teacher and pass on any relevant information about the fire
Do not re-enter the building until the all-clear has been given by the Fire Service
Do not attempt to extinguish the fire unless you have been trained and there is no risk to your own safety

Teachers – if you are warned of a fire

Operate the nearest fire alarm manual call point if the alarm is not already sounding

Direct the children to the front door (or rear deck if front is blocked by fire or smoke)

Check all children and adults are out of the rooms and shut the doors (do NOT lock)

Ensure all rooms are checked (kitchen, office, sleep room, toilets) and also check any areas that children may get into, e.g. toy cupboard, playhouse

Place non-walking children in mobile cots and take them down the safest ramp (there are no steps or stairs to be negotiated)

Accompany the children to the safe place outside

Report to the Head Teacher to confirm clearance of all rooms, or details of anyone still in the building

Outside Teachers:

If the alarm activates while the children are playing outside the teachers are to gather the children together and walk them or carry them to the safe place in the grassed area next to the car park

Anyone unable to evacuate:

Please assist anyone if needed to the assembly point using the ramps

If they are unable to be assisted, report their location in the building to the Head Teacher

At the assembly area:

All staff are to ensure that the children are contained in the assembly area while they are waiting for the all clear from the Fire Service

If requested to move by either the Head Teacher or the Fire Service, ensure all children are quickly and safely walked (or moved in cots) to the reserve next door via the car park gate

No one is to re- enter the building until the all clear has been given by the Fire Service

Head Teacher – if you are warned of a fire

Put on the Red hi-viz vest

Check the rooms are all clear if it is safe to do so

Proceed to the assembly area in the grassed area next to the car park at the front of the building

Ensure that the 111 call to the Fire Service has been made – if any doubt, make another call

Receive reports from the other teachers

If there is any risk to others with fire / smoke near the assembly area, instruct everyone to move to the reserve next door

Liaise with Fire Service on their arrival and inform them of the state of the evacuation, any persons remaining inside and any persons unaccounted for

FIRE ACTION

IF YOU DISCOVER A FIRE
WARN OTHER BUILDING OCCUPANTS
OPERATE FIRE ALARM & PHONE THE FIRE SERVICE

(FROM A SAFE LOCATION) DIAL: 111

WHEN WARNED OF A FIRE IN THIS BUILDING
LEAVE THE BUILDING IMMEDIATELY USING THE
NEAREST EXIT WHICH IS:

FRONT DOOR

YOUR ALTERNATIVE EXIT IS AT:

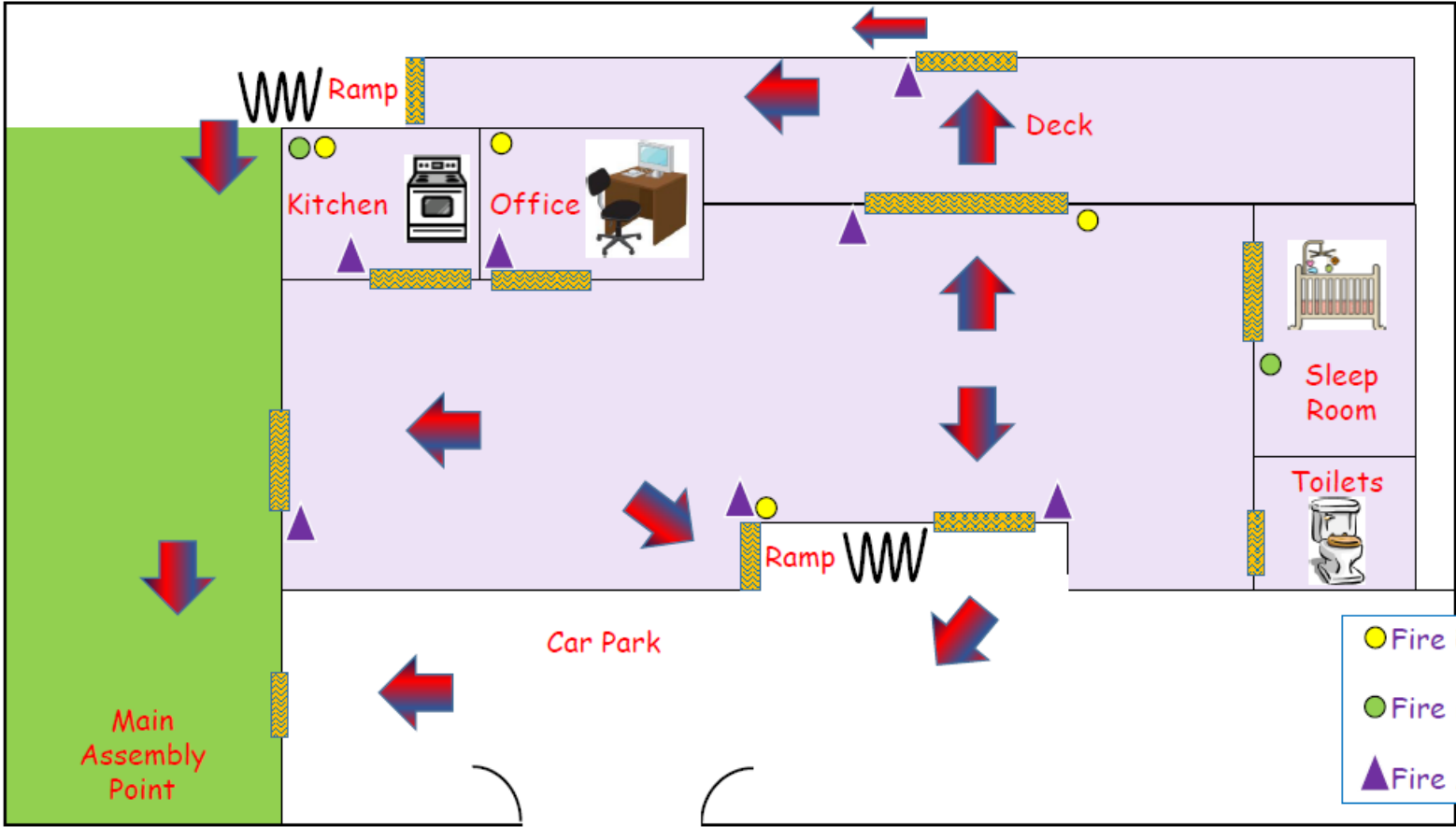
BACK DOOR TO DECK

ASSEMBLE AT:

GRASS AREA NEXT TO CAR PARK

WALK - DO NOT RUN
STAY AT THE ASSEMBLY POINT UNTIL THE "ALL CLEAR"
IS GIVEN.
DO NOT ATTEMPT TO EXTINGUISH THE FIRE UNLESS IT
IS SAFE TO DO SO.

Standard Childcare Centre



Secondary assembly point (reserve next door)



Authorisation of applicant for application for approval of an evacuation scheme

If you are completing your application online you need to:

- Have the building owner complete the details and sign and date this form,
- Scan and upload either a PDF or a JPG image of this completed and signed form as part of the application process (the system will prompt you to upload the authorisation).

If you are making your application in hard copy, you need to:

- Have the building owner complete the details and sign and date this form,
- Post the completed and signed form with your completed application to the following address:

Fire Information Unit
New Zealand Fire Service
PO Box 68042 Newton
Auckland 1145

I

Matt Malone (Director, Landlord Holdings Limited)

full name of the building owner

as owner of the building at

*Standard Childcare Centre
33 Imaginary Lane
Fitzroy
New Plymouth*

address of building

confirm that

Martin Henson

full name of applicant

is authorised to act on my behalf to apply for approval of an evacuation scheme for the building.

Signed

M. Malone

Dated

2 September 2016

signature of the building owner and date signed