

Fire Safety Procedure

- If a fire is discovered raise the alarm by breaking the glass
- If you are a manager / fire marshal pick up the fire evacuation folder and bag, put on a hi-vis vest and exit the building via the nearest fire exit, closing all doors behind you to the fire safe location : **Far end of the carpark.**
- If you are a team member in a room, evacuate all the children and staff from the building via the nearest fire exit, closing all doors behind you to the fire safe location: **Far end of the carpark.**
- Once out of the building DO NOT ENTER THE BUILDING AGAIN
- Take the register to ensure all children and staff are present
- If you are the manager / fire marshal call the emergency services and report anyone who is unaccounted for
- Wait for the emergency services to arrive and inspect the building, do not go back in until they deem it safe to do so.
- It is important to remember that you do not stop to collect any belonging, do not attempt to fight the fire and do not go back inside the building for any children.
- If you are unable to safely evacuate the building, stay where you are and keep calm. Shut any doors leading to the fire and block any gaps with towels / rugs. Try to contact another member of the team so they know where you are.

