



Little Feet Childcare Centre Limited

"we care for your child"

Fire and Earthquake Policy and Procedure

Rationale

Little Feet Childcare aims to ensure that appropriate procedures are in place to deal with fire and earthquake to maintain the safety and wellbeing of all children, staff, and parents in the centre.

Fire Evacuation Procedures:

When we hear a fire alarm:

- Evacuate the building as soon as possible.
- **Assembly area is in the staff car park.**
- Ensure that the entire centre is evacuated, check all toilets, utility areas, sleep rooms and office and shut the doors as you move out.
- If possible, staff will turn off all electrical appliances in their respective rooms.
- All babies and children with additional needs must be helped to evacuate the building immediately.
- An evacuation cot will be used to evacuate babies from the building.
- Report to the designated building warden.
- All children and adults are to report to the designated assembly area.
- Keep control of all children and do not allow them to leave the assembly area.
- Do the roll call of children, visitors, and staff using a physical head count.
- Wait for **"ALL CLEAR"** instruction from the fire safety officers before re-entering the building.

Supervisor/Manager/Warden on duty

1. The Warden will wear a fluorescent orange jacket to distinguish themselves.
2. Call the fire service by dialling 111, from the Centre phone or a Mobile.
3. Clearly state the name and location of our building.
4. State the nature of emergency. If unsafe to call from inside the building, go immediately to the assembly area and call from there.
5. During evacuation a staff member will be given responsibility to take: a cell phone or cordless Centre phone, parents contact list, children sign in sheets, first aid kit, emergency plan folder.
6. Verify the sign in register and do a head count of everyone present.
7. Staff will ensure all children, parents and visitors stay in the assembly area until the all clear is given.

8. Pass all relevant information to the fire service on their arrival (The part of the building where the fire / smoke has started).
9. Give all clear instruction to return into the building if only directed by the fire service officials.
10. If further evacuation is required, notices will be displayed on the Centre Gates informing parents of the children's present location, parents will also be contacted via phone calls and emails.
11. Staff will stay with children until collected by a parent or designated caregiver.

Earthquake Evacuation Procedure

- Staff will call out **earthquake-drop and be turtle safe** (Crouched on elbows and knees with hands covering the head).
- Inside staff will encourage children to quickly resume the turtle position and get cover under the table (Drop, Cover, Hold)
- Staff and children will remain in turtle position until the shaking stops and all clear instruction is given by the warden.
- All children will be comforted and kept calm.
- After the drill or earthquake, children will be encouraged to talk about any fears or questions they may have.
- No heavy items will be stored on high shelves to maintain a quake safe environment.
- All high shelves and large pieces of equipment will be affixed to the wall securely.
- Stay away from all windows and doors during an earthquake.

Planned Trial Evacuation

Earthquake

- In a planned earthquake drill, all staff are required to follow the earthquake evacuation procedures as set out in the fire and earthquake policy and procedure guide.
- Staff will take turns to conduct planned earthquake drills.
- Planned earthquake drills will be conducted monthly and results will be documented and filed in the fire and earthquake drill folder.

Fire

- Fire trial evacuation drills will be carried out monthly.
- All staff will receive training and take turns to conduct fire evacuation drills.
- On the day of the trial evacuation the warden informs the NZ fire service 10-15 minutes prior to the drill.
- At the time of the drill the alarm is turned on in the F1 Electronic fire alarm box located in the front foyer.
- Once the fire siren is turned on, all children are guided to the assembly area and a physical head count is done against the sign in sheet.
- The Warden turns off the fire siren and will give a **“ALL CLEAR”** instruction the teachers before resuming with their normal activities.