

# Croydon Shire Council Child Care Centre



## **Fire Evacuation Procedure**

1. AS SOON AS A FIRE IS NOTICED, BLOW THE WHISTLE, ADVISE ALL STAFF TO START THE EVACUATION PROCEDURE, AND INFORM THE STAFF OF THE THREAT AND ITS LOCATION IN ORDER TO DETERMINE WHICH EXIT TO USE. RING '000'. BEFORE ATTEMPTING TO PUT OUT ANY FIRE, BLOW THE WHISTLE TO NOTIFY STAFF OF ANY EMERGENCY.
2. The Authorised Supervisor is to collect the child sign in/out sheets if possible.
3. Check all cots, beds, toilets, kitchen and laundry for Children or staff. Guide/Direct them to the nearest exit.
4. If there is time, turn off the power at the main switchboard, close all windows and doors, take the first aid kit and mobile telephone.
5. Meet at the exit point determined by fire warden as safest route. Perform head count. If all are accounted for proceed.
6. Children are to hold the fire evacuation rope and be led by carers in a calm and orderly fashion to Evacuation Assembly Point following the safest pre-determined route as per Emergency Evacuation Plan diagram.
7. All staff and children must assemble in the evacuation area and remain there until instructed by the Fire Brigade/Emergency Services Staff or Fire Warden to leave. At this time, the Fire Warden will check that all staff and Children are accounted for by marking the attendance roll. Staff members on duty at the time of the evacuation are responsible for checking that all the children are at the designated meeting site by taking a roll call. Any staff or children unaccounted for must be reported immediately to the Authorised Supervisor and the emergency services personnel.
8. Fire warden to ring Council Chambers and notify them of fire and of any missing Children or Staff.
9. Once everybody is assembled in the emergency evacuation area staff are not to attempt to re-enter the centre until the area is declared safe by Fire Brigade/ Emergency Services Staff.

### **Phone Numbers**

**Rural Fire Brigade: Jeff 0438155101**

**Police: 4745 6231**

**Hospital: 4745 6133**

**Council: Reception 4784 7100**

**Ray 0408573820**

**Bill 0428456185**

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**Policy Updated: 23 July 2013**

**Approved by:** \_\_\_\_\_

**William F Kerwin  
Chief Executive Officer  
Croydon Shire Council**

**Approval Date: 31 July 2013**

**Date of Policy Review: July 2014**