



Evacuation Procedure

Fire Drill – Tuakana Centre

Building Warden

1. Building Warden (Person Responsible) to activate fire alarm. Press 7 & 9 on the keypad
2. Collect telephone, daily register/roll and visitors book. Ensure the Fire Service has been called.

Dial 111

3. Go straight to ASSEMBLY POINT (TEINA CENTRE)
4. Call the daily register/roll to ensure all children and staff and visitors are safe.
5. Advise Fire service, on their arrival, of the evacuation status.

Floor Wardens

1. Assist all children to leave the building via the FIRE EXIT.
2. Go straight to ASSEMBLY POINT (TEINA CENTRE).
3. Check all the rooms and close all doors behind you.
4. Report to Building Warden.