



Evacuation Procedure

Fire Drill – Teina Centre

Building Warden

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

Dial 111

3. Go straight to ASSEMBLY POINT (TUAKANA 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. Check all the rooms and close all doors behind you.
3. Go straight to ASSEMBLY POINT (TUAKANA CENTRE).
4. Report to Building Warden.