

Agapé Christian Preschool

Evacuation Procedure

Fire Drill

Building Warden

1. Building Warden 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 (BACK FENCE)
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, including the location of any persons with disabilities still in the building.

Floor Wardens

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