



## Fire Safety and Evacuation Procedures

### Preschool Roles and Responsibilities

When fire alarm sounds:

Teacher on Class

- Line children up and move to designated area
  1. Double gate (side fence nearest synthetic oval)
  2. Gate onto Southwell Street
  3. Gate exiting to primary school
- Check roll to ensure all children are present

Preschool Assistants on Class

- Get roll (if possible)
- Check toilets and other rooms for children or parent helpers
- Preschool Fire Warden to pass roll information onto Whole School Fire Warden
  - Katrina: Mon-Wed
  - Sally: Thurs-Fri

Reviewed April 2018