

Activity 1C

Estimated Time	30 Minutes
Objective	To provide you with an opportunity to follow workplace emergency procedures.
Activity	Individually, in pairs or in groups, complete the following; Outline the step-by-step procedure you must follow for responding to an emergency (fire or evacuation) in your workplace. Include the following: ➤ Who must you notify? ➤ What must you take with you? ➤ How do you account for the children in your care? ➤ Additional supervision requirements during an evacuation 1. Remain calm 2. Locate the source of the fire 3. Locate any people. Check all store rooms, kitchen area and toilets 4. When caring for children, ensure they know the sound of the smoke alarm and what to do if the alarm sounds. 5. Child carers should ensure children in their care are supervised at all times 6. Stop what you're doing. Leave the building immediately via the closest escape route. Never use the lift or elevator. 7. Walk briskly and never turn back. 8. Never take anything with you. 9. Always follow the fire wardens instructions. 10. Before opening a door, feel the door and door handle. Never open a warm door as there could be a fire behind it. 11. If the door is hot then take another route. A window might be an option. 12. If you encounter smoke during your evacuation, drop to the floor and crawl. 13. Close all doors and windows behind you, as fresh air feeds fire. 14. Assemble and remain at the evacuation assembly point. Do not return to the building until you are told by either the fire brigade or your immediate supervisor that it is safe. 15. Once outside do a head count. 16. Notify a supervisor of any injuries you have sustained, asap. 17. Never cancel a fire alarm. Fire alarms should only be reset by those directed to do so. 18. Upon their arrival, inform the firefighters of the situation.