



FIRE EVACUATION PROTOCOL AT SHANTI KIDS



INTRODUCTION

- **Objective**

To establish clear guidelines for the safe evacuation of students, teachers, administrative staff and visitors in the event of a fire on school premises.

- **Importance:**

Having a clear, well-rehearsed protocol in place can save lives and reduce panic.



PREVENTION AND PREPAREDNESS

- Regularly inspect electrical installations, kitchen equipment and fire extinguishers.
- Ensure that emergency exits and evacuation routes are kept clear of obstructions.
- Ensure that all exit routes are properly marked.



WARNING SIGNS AND EVACUATION PROCEDURE

1. The fire alarm will be sounded by the person in charge (the director or operations manager).
2. When you hear the alarm, stop all activities immediately.
3. Form orderly lines under the supervision of your teacher.
4. Teachers will take attendance for their group and ensure that everyone is present before evacuating.
5. For babies, mobile cribs should be used for multiple evacuations.



WARNING SIGNS AND EVACUATION PROCEDURE

6. Evacuate via the nearest exit, following the signs.
7. Do not collect personal belongings or run.
8. Gather at the previously established external meeting point.
9. Take a headcount and report any missing persons.
10. Time the evacuation and record the time on the drill form.
11. Do not return to the center until authorized to do so.



MEETING POINT

Main entrance of the school/daycare center.

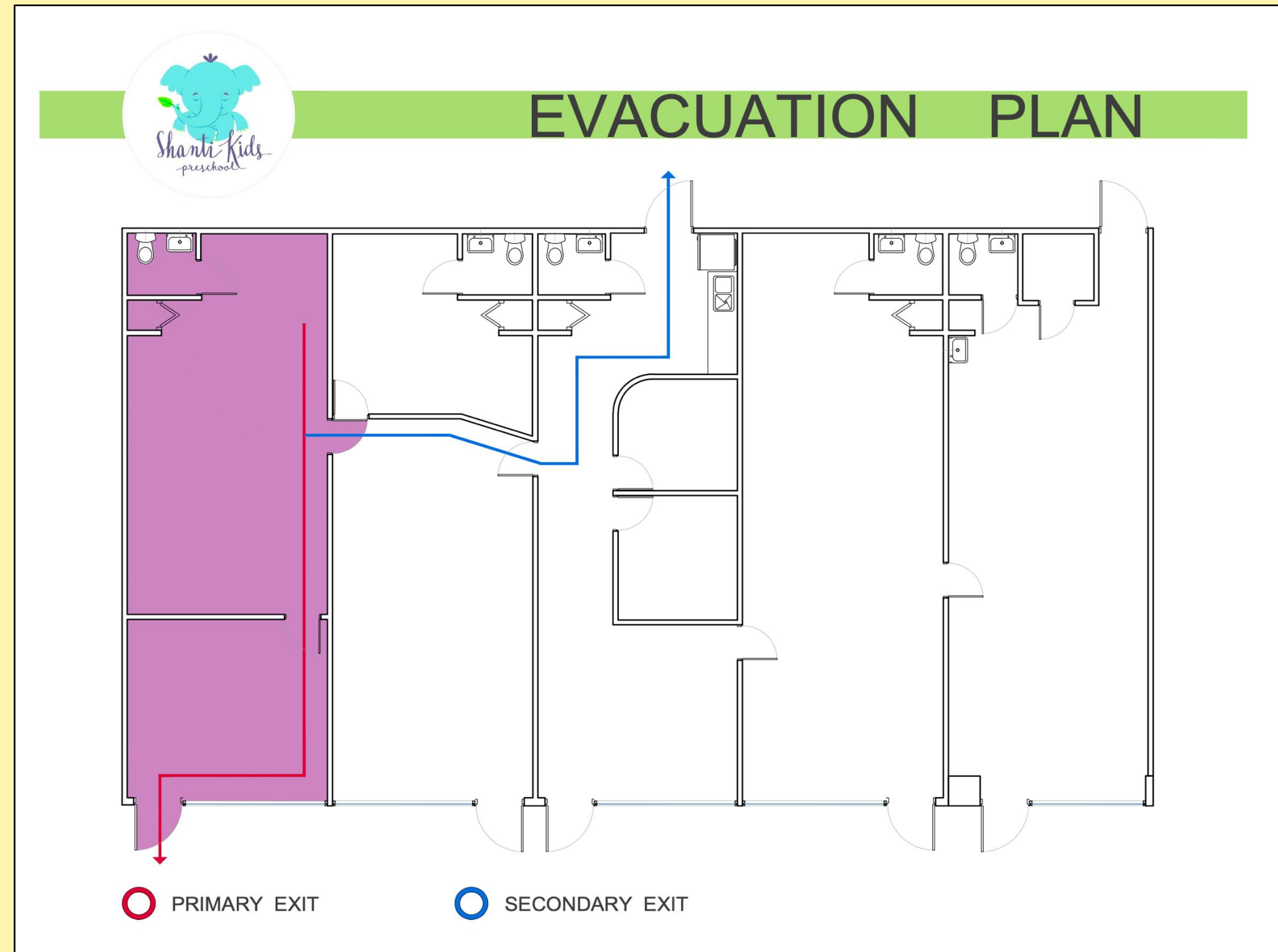


EVACUATION EXIT 1

INFANTS Y VPK:

Follow the red route as the primary exit. (Exit through the external door of the classroom.)

If the primary exit cannot be used, follow the blue route to exit through the kitchen.

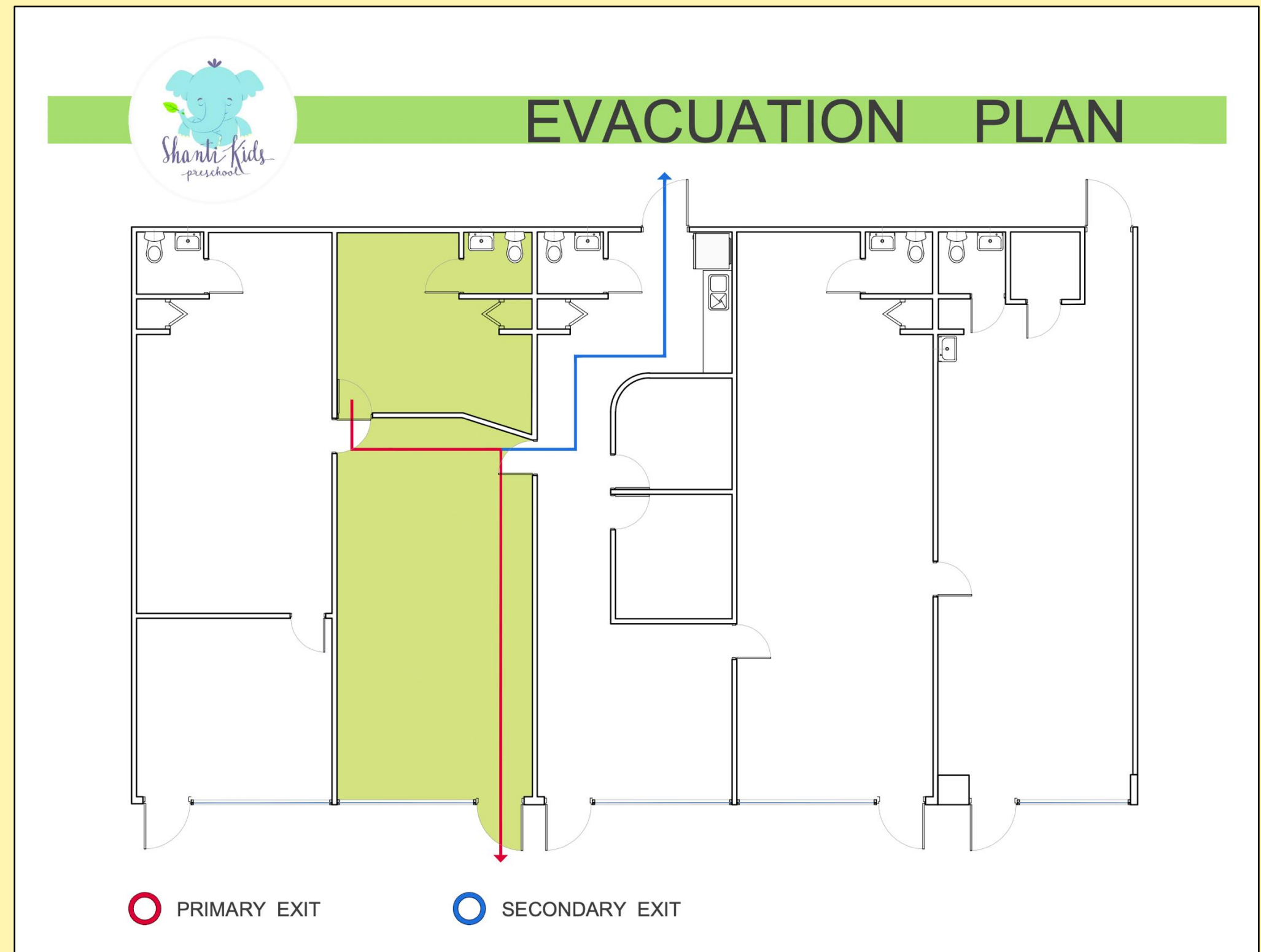


EVACUATION EXIT 2

2nd Grade:

Follow the red route as the primary exit (classroom door).

If the primary exit cannot be used, follow the route marked in blue, which crosses through the kitchen to the backyard.

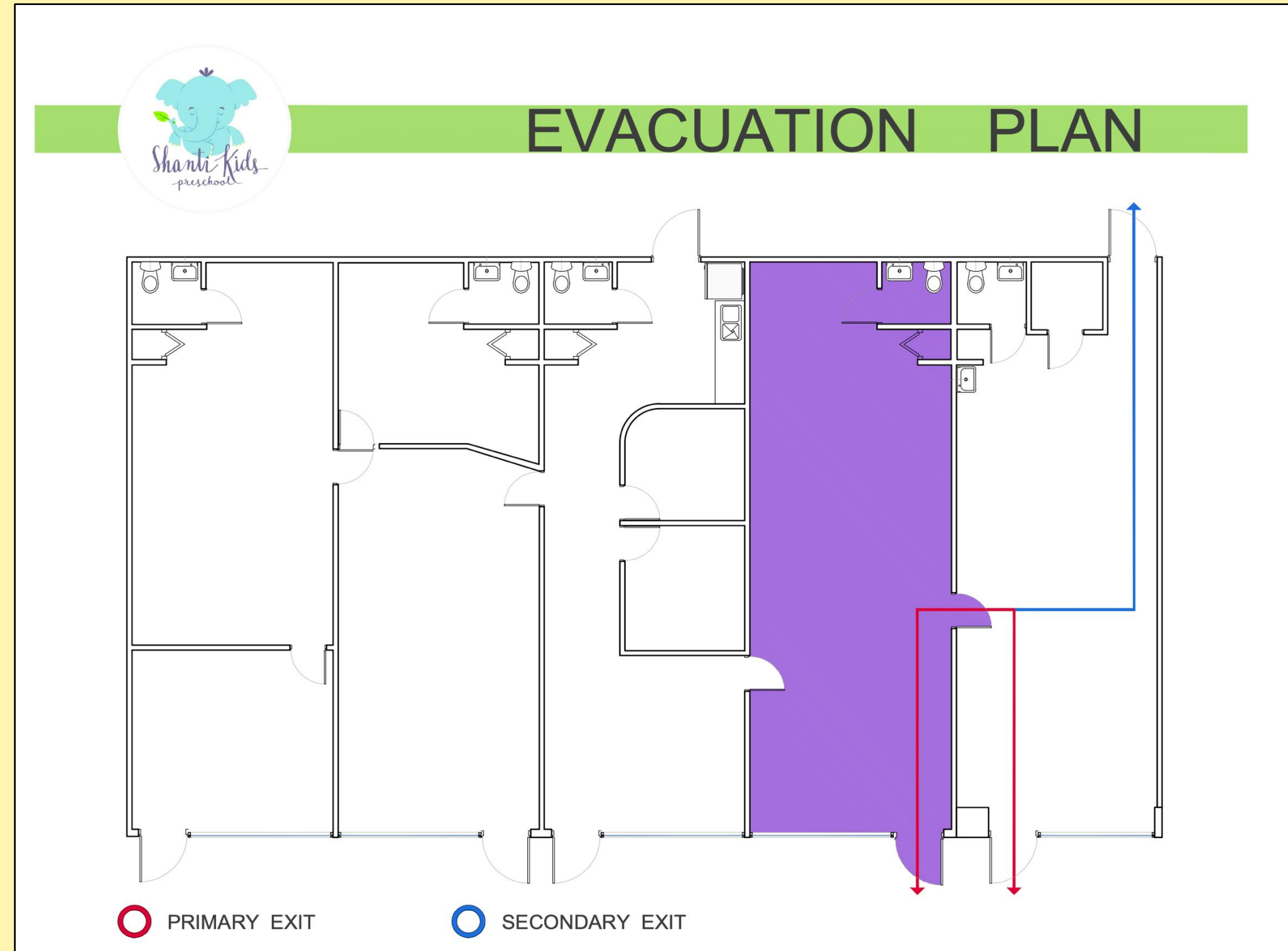


EVACUATION EXIT 3

Kindergarten y 1st Grade:

Follow the red routes as the primary exits.

The blue route will be used if the red route is not accessible. This exit leads to the playground door.

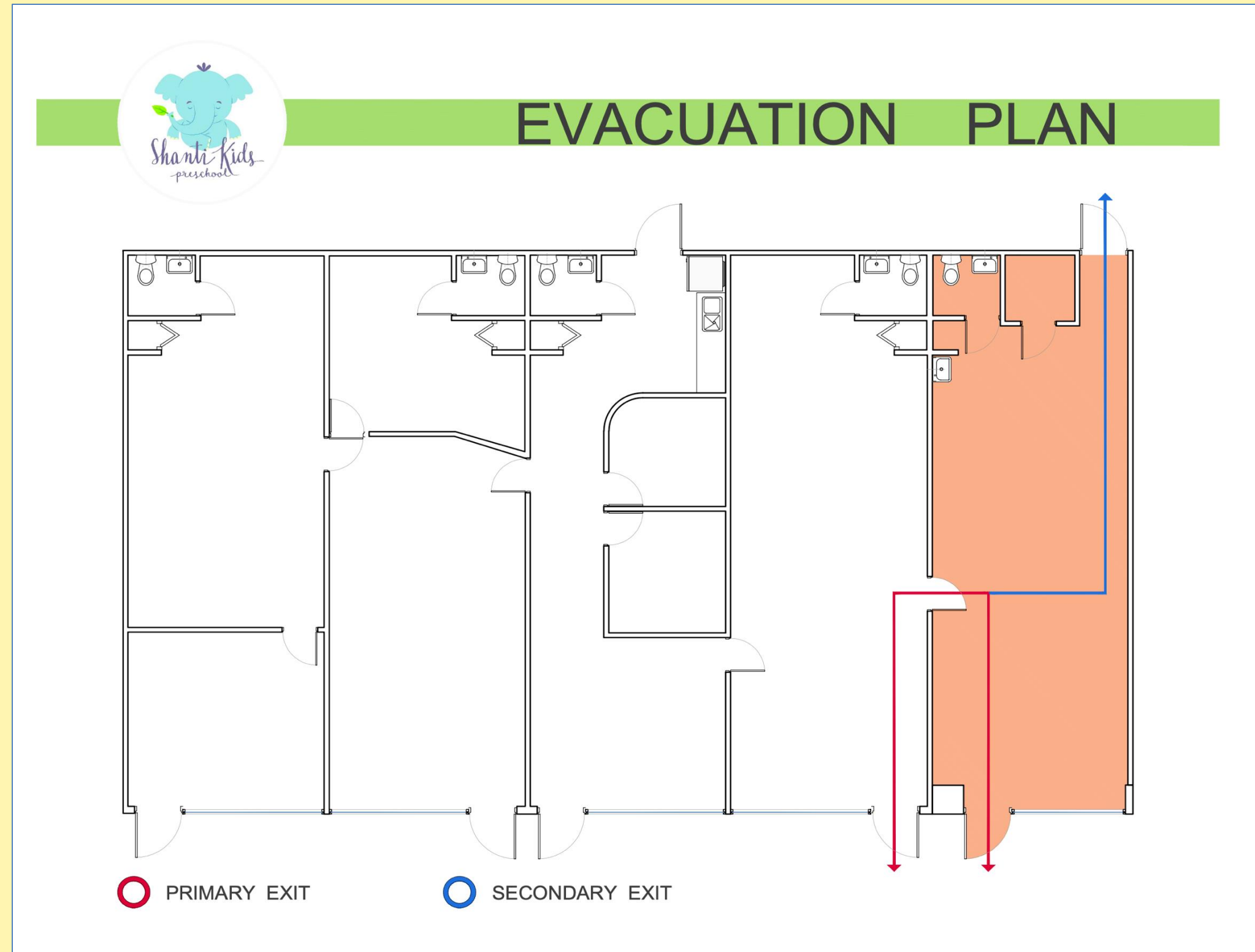


EVACUATION EXIT 4

Toddlers and 3 years:

Follow the red routes as the primary exits.

If the primary exit cannot be used, follow the route m

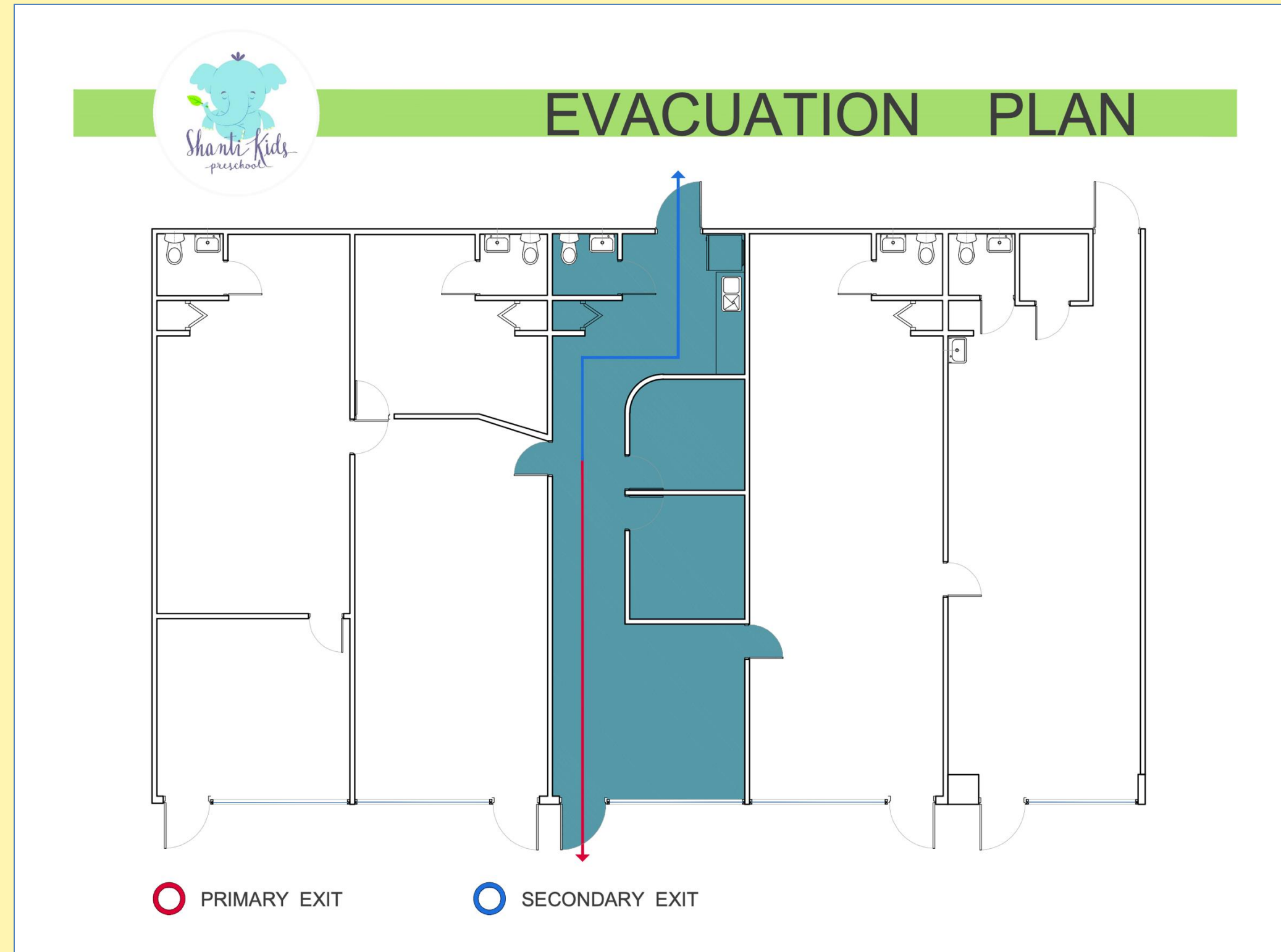


EVACUATION EXIT 4

Offices and other people working in the center:

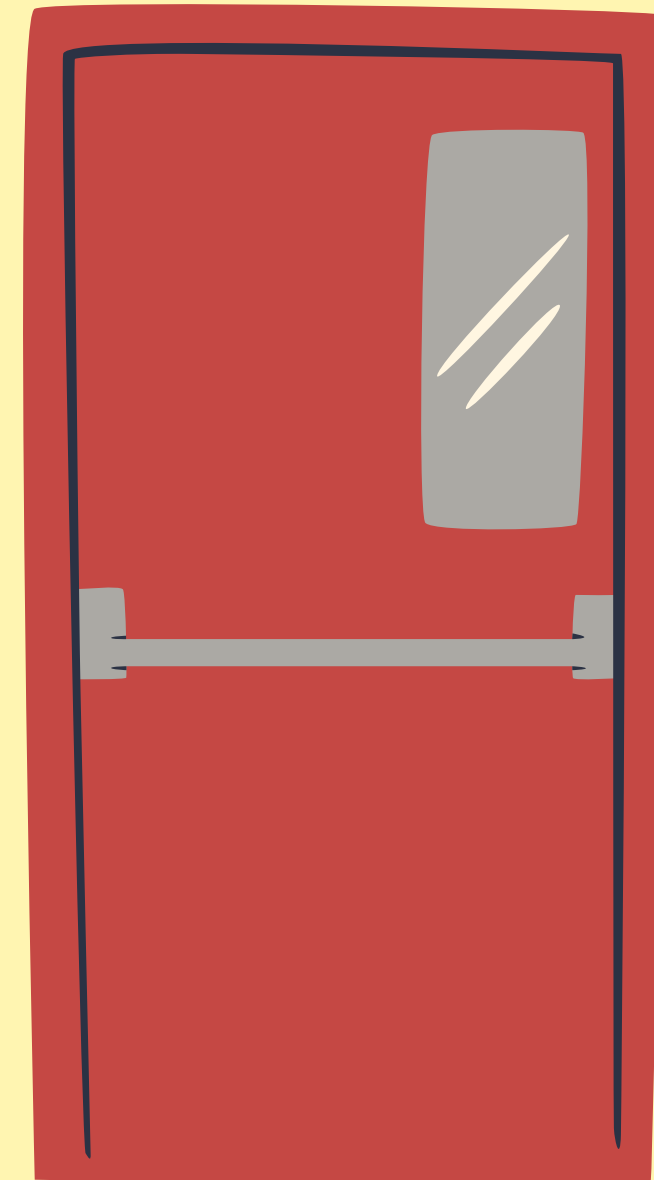
Follow the red routes as the primary exit (main door).

The blue route will be used if the red route cannot be used. This exit leads to the door that opens to the back exit, which crosses through the kitchen.



GENERAL ROLES AND RESPONSIBILITIES

- 1. Drill Coordinator:** Activate the alarm, time the drill, and provide instructions.
- 2. Teachers:** Accompany the children, take attendance, and maintain order and calm.
- 3. Administrative and general services staff:** Help evacuate everyone in the school, including therapists and parents.
- 4. Students:** Follow instructions, remain calm, and know the evacuation routes.



GENERAL RECOMMENDATIONS

1. Everyone at the center should be familiar with the exits and evacuation routes.
2. Conduct one drill per month on different days and at different times.
3. Remain calm and assist anyone who needs help.
4. Keep the following updated at the center:
 - List of children.
 - Water, flashlights, and first aid kits.
 - Copies of contacts and authorizations.
 - Emergency phone numbers.
 - Fire extinguishers should be checked every six months.
 - Visible and fluorescent signage.

