



Emergency evacuation procedure

In the event of an emergency, the smoke detectors/alarm system will be activated, or a whistle will be blown. The following instructions must be followed:

Lead the children to the playground exit;

Deputy Manager to “count out” children and staff;

Staff to lead children to the garage in the car park;

Manager to collect the Registers, check all rooms, toilets, cupboards to ensure the building is clear. Join the others in the car park and take the Register immediately.

If the playground exit is unsafe, use opposite fire door, with one member of staff standing in the road to stop traffic. Lead the children to the bottom of the car park. If this area is deemed unsafe, meet in front of Church. Use the same procedure for counting the children out and taking the Register.

The final adult to leave must collect the mobile phone and the contact sheet.

Remember

Do not panic. Stay calm at all times.

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