



EMERGENCY EVACUATION PROCEDURE

Policy Statement

Our Emergency Evacuation Procedure is prominently displayed around the pre-school at every exit. It covers all emergency situations such as a fire or suspected gas leak.

IF YOU DISCOVER A FIRE OR OTHER EMERGENCY SITUATION:

1. Immediately raise the alarm by calling "Emergency - evacuate the building"
2. Staff must evacuate the building of all children and visitors, checking their immediate surrounding area on their way out of the building using the nearest Fire Exit.
3. Staff must collect the register and cordless phone if possible. Most senior member of staff to check all areas of the building including the toilets, cloakroom and quiet room.
4. **USE THE NEAREST FIRE EXIT. DO NOT STOP TO COLLECT PERSONAL BELONGINGS. DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO BY A FIRE OFFICER.**
5. Staff to assemble children outside at the fence adjoining the primary school field to count children, staff and visitors to ensure it matches with numbers for the day. Everyone then to proceed on to the Micklands Primary School playing field where the register will be taken by the most senior member of staff present.
6. Most senior member of staff present to ring the emergency services and ensure that they are advised to come to the grounds of Micklands Primary School via Micklands Road.
7. Most senior member of staff present to send a member of staff to:
8. Go to the Micklands Primary School office to advise them of the emergency.
9. Meet the emergency services at the Primary School gates to ensure free access over the school field.
10. Once the decision has been made to call the emergency services, the most senior member of staff to take all children, visitors and remaining staff to the Micklands Primary School office where the school will suggest suitable shelter.
11. Once everyone is settled in a safe place at Micklands Primary School, the most senior member of staff present to initiate parent contact using the contact list in the register.
12. All staff to stay with the children until they have all been collected.

**** If the Emergency Evacuation Procedure happens during drop-off or collection time, the most senior member of staff present to send a member of staff outside the front of the building to advise any parents or carers not to enter the building. Parents are to be directed to evacuate the area using the side gate of the pre-school garden. ****

October 2020.