

EMERGENCY EVACUATION POLICY



The register must be kept in the large red wheeled box/Evacuation box (along with first aid kit, phones, contact information, inhalers etc) to allow for easy access. The evacuation box is to remain by the double doors at all times.

- In the event of a practice evacuation the alarm will sound or a whistle will be blown.
- In the event of real evacuation being necessary the person in charge or the person that identified the fire, will press the alarm.
- The register and contact details (in evacuation box) will be collected by the Maria (Emilia in her absence) and the whole staff team will lead the children outside via the main double doors, through the foyer and along the path to the bank on the far side of the car park. Should this exit be blocked the staff and children will exit through the kitchen.
- The Manager, Fay (or Holly in her absence) will ensure that all windows and doors are closed and check the building, including all toilets, kitchen, garden and store rooms to ensure everyone has evacuated.
- The staff will lead the children to the far side of the car park, opposite The Woodside.
- Should both exit points be blocked or the evacuation meeting area is hazardous the Pre-School staff will lead the children through the side door (play area) and congregate on the recreation ground, a safe distance from the building.
- Once safely outside the person in charge will call the register to ensure all children and staff are present and safe. She will signal to the Manager of the Woodside to indicate that we have evacuated safely. If necessary the manager will call the fire and rescue service.
- The children will remain at the meeting point until advised by the Woodside Manager or fire and rescue service to return to the hall or if necessary move to a safer place. Should it be necessary to evacuate indefinitely the children will be taken to the Primary school and all parents contacted immediately to collect their children.
- Keep calm. It is important that the children see that we are in control.
- Practice evacuation drills will be carried out every half term (on a different day at a different time). Please make sure that although serious, the children remain calm and that they are not frightened.
- Fire warden :- Managers