

Emergency Evacuation Procedure

REMEMBER TO KEEP CALM, DO NOT PANIC

1. A member of staff will blow the whistle to let everyone know that the premises need to be evacuated.
2. Members of staff will make sure that all children line up by the nearest available Fire Exit, children will be taken out to the Assembly Point using the Montessori rope.
3. The manager/deputy is responsible for checking the premises before they leave and collecting the register and mobile phone, other staff members will supervise the evacuation of all the children, including children who might normally be supervised by the manager/deputy.
4. A roll call will be taken at the Assembly Point to make sure all children and staff members are accounted for.
5. Fire fighting equipment is provided and may be used by members of staff when safe to do so.
6. If necessary the manager/deputy will call the Fire Brigade and on their arrival follow any instructions given by the fire officer.
7. Children and staff can return onto the premises when safe to do so.