



## Emergency Evacuation Procedure

In order to keep the children and our staff safe we follow a procedure to evacuate the building in the event of an emergency.

This may be as a result of a fire, flooding, gas leak etc.

The children will regularly practice the evacuation procedure with us so they will not be alarmed in the event of the situation being real. Practices will be carried out on different days of the week to ensure all children practice and the details recorded in the evacuation log.

- Sound the alarm (this is a whistle for practice)
- Evacuate the children using the safest and nearest exit available Take:
  - Attendance Record for the day
  - Contact numbers
  - Mobile phone
- Assembly in a safe place away from the building
- Contact the emergency services
- Comfort and reassure the children
- Arrange safe place for the children to stay until parents can collect them
- Follow the instructions of the Emergency Services
- Do not return to the building until the Emergency Services have declared it safe to do so