

## EMERGENCY EVACUATION PLAN



- The whistle will be blown continually to warn staff and children.
- Upon hearing the whistle, staff in each room will collect the children together, instructing them to hold on to the fire rope (as practised).
- Children and staff will leave the building immediately by the nearest safe fire exit.
- We will assemble in front of the building and check the register before walking to our safe haven at St Michaels School.
- Upon leaving the building **a member of staff from each room** will collect the registers, the grab bags and contact details boxes.
- The emergency services will be called using a mobile phone, immediately children and staff have safely vacated the premises.
- The Manager and Deputy will be the last to leave the building after checking all rooms and toilets are clear and children are safely outside.
- Once in our "safe" place, the register and a head count will be undertaken by the **Manager / Deputy / Room Leaders**.
- Parents will be contacted.