Emergency Evacuation Policy



1 Sound the alarm throughout the whole building by operating the nearest fire alarm call point

2 Dial 999 and request the needed emergency service

3 Leave the building via the nearest fire exit with all children and staff ensuring the room leader brings the register.

4 Close all doors and windows on the way out if possible to contain the smoke and fire if required

5 Report to assembly point in the car park

6 Complete register / head count to ensure all children and staff are accounted for.

7 Wait for emergency services before re-entering

(Fire alarm system to be checked for any warning messages every morning a full fire alarm test to be completed by manager every week)