

Emergency Evacuation Procedure

In the event that an evacuation from the hall becomes necessary, the following procedure will take place:



Pre-school Playgroup

PROCEDURE:

1. A whistle is blown, to gain the children's attention.
2. The children move immediately to the staff member blowing the whistle, helped by the other members of staff, who also check the room is clear.
3. The 'floater' checks that there are no children in the toilets.
4. One member of staff leads the children to safety out of the main door. The Supervisor counts the children as they leave and makes sure this number matches the daily register total.
5. The children are led to the front garden of the Church along the side of the building if safe, the alternative route being through the building past the kitchen. One member of staff is always at the front of the line of children, and another at the back. The other members of staff are distributed along the line to aid the children where necessary. **The supervisor is responsible for taking the daily register, the emergency telephone file, the key and mobile phone.**
6. The Supervisor calls the children's names against the register once everybody is gathered in the church garden.

If it is not possible to return to the hall, the Head Teacher of River Primary School has given permission for us to wait on the school premises.

The **EMERGENCY TELEPHONE NUMBER** is
112

This policy was adopted at a meeting of River Pre-school Playgroup, held on:

_____ (date)

Signed by the chairperson on behalf of the pre-school

Justin Simpson