

## EMERGENCY EVACUATION PROCEDURE

In the event of detection of a fire, or the need to evacuate the building, the following procedure will be followed.

### SOUND THE ALARM

- Shout fire fire fire
- Ring alarm bell

### MANAGER WILL COLLECT

- Registers
- Visitors Book
- Mobile Phone
- Emergency Contact List
- Keys

### ALL STAFF

Staff to check all rooms, including toilet areas, kitchen and office.

We will ensure that the children evacuate the building, by the nearest available exit, in a calm and orderly manner and proceed to the designated assembly point. If safe to do so, staff to close all doors behind them when leaving the building.

### THE MANAGER

Will ensure that the building has been safely evacuated and the relevant emergency services have been contacted.

### ONCE ASSEMBLED

Registers will be taken to account for all children and adults.

NOBODY IS PERMITTED TO RETURN TO THE BUILDING UNTIL DEEMED  
SAFE TO DO SO