

WHITLEY LODGE UNDER FIVES

Emergency Evacuation Procedure

When you hear the fire alarm

- The fire alarm is a loud siren that rings continuously accompanied by a flashing light
- Everyone must leave the building by the nearest safe exit
- The Door Person shall ring 999 if the fire is on our premises

The Leader will decide which exit is safest to use.

- The Leader should get the rope and chocks and assemble children at the chosen exit using the rope as for outside play. A headcount should be done.
- The Door Person should take the 'grab bag' containing the register, registration file, keys, mobile phone, administration of medicine record and visitor's book and they should also take the children's medicine and mobile phone bag outside, after checking the cloakroom, staff cupboard and toilets.
- Any remaining staff members help the Leader to line up the children
- Staff and children should proceed calmly to the outside play area where children should be counted again.
- The Leader should call the register (including staff and visitors)
- One member of staff should report to the assembly point at the front of the School to find out what further action is required.
- Everyone should remain outside until informed it is safe to return, if advised that it is unsafe to return to the premises staff will escort children to our designated safe area, Brierdene Scout HQ.
- A record should be kept of every evacuation, whether a drill or not.

**Do not stop to finish anything
Do not take anything with you**

