



## Magdalene Preschool

### Emergency Evacuation Procedure Policy

- All registers must be in their designated\* place during session time to allow for emergency access, along with late arrival, visitors must also be available.
- If evacuation is necessary, the manager or appropriate person in charge will ring the bell to inform everyone to stand still and listen and obtain the register.
- All children will be organised quickly and efficiently and led out of the building through the nearest fire exit.
- The assembly point is against the fence on the right hand side of the garden facing out of the patio doors.
- During the evacuation a designated staff member will immediately check all rooms, toilets and kitchen areas. Any other person on site will also be informed.
- KEEP CALM. It is vital that the children see the staff are in control of the situation.
- When the children are out of the building the designated staff member will contact the appropriate emergency services.
- The registers will be called to ensure all children staff and visitors are allocated for.
- Practice emergency evacuation drills will take place on a half-term basis. The children must be reassured at all times and not be allowed to be frightened.

\* The designated place for the register and phone is by the double doors near the fire extinguisher.

Parents/carers will be contacted asap by telephone in the event of a real emergency.

The fire drill record book contains:

- Date and time of drill
- How long it took
- Whether there were any problems that delayed evacuation
- Any further action taken to improve the drill procedure

Signed.....Date.....

On behalf of the management committee

