



## Emergency Evacuation Policy and Procedure

In order to keep the children and ourselves safe we have developed the following procedure to evacuate our setting in the event of an emergency. This may be as a result of a fire, flooding, gas leak etc.

The children will regularly practice the evacuation procedure with us so they will not be alarmed in the event of the situation being real. Practices will be carried out on different days of the week to ensure all children practice and the details recorded in the evacuation log.

### Evacuation Procedure:

- Sound the alarm (this is a whistle)
- Evacuate the children using the safest and nearest exit available
- Take:
  - Attendance Record for the day
  - Contact numbers
  - Mobile phone
- Assemble in the entrance of St Peter's Church
- Contact the emergency services
- Comfort and reassure the children
- Follow the instructions of the Emergency Services
- Do not return to the building until the Emergency Services have declared it safe to do so.

Original author and date created	Louise Adams, Director and Manager, January 2015
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