



Evacuation Procedure

Our fire drill procedure is carried out every 6 weeks and logged in our Fire log book.

In the event of needing to evacuate the building:

1. The alarm to be raised by anyone.
2. Anyone can ring 999, but notify the most senior member of staff in the building.
3. Use the nearest exit to lead the children out to the assembly point by the front gate in the car park.
4. Most senior member of staff to
 - do final checks including toilets, kitchen, sleep room and office.
 - collect register/record of children and adults in the building.
 - collect the record of any outings that may be happening
 - collect contact telephone numbers of parents.
 - ensure at least one member of staff has a mobile phone
5. If necessary, proceed to the Wyevale Garden Centre.
6. If necessary, contact parents to arrange for collection.

Do not leave children unattended.