

Emergency Evacuation Procedure

On discovering a fire:

- Calmly raise the alarm by blowing the whistle/ setting off the fire alarm.
- Immediately evacuate the building under guidance from the Fire Warden, Aimee Nash.
- Using the nearest accessible exit lead the children out, assemble at the front of Insole Court House, in front of the building, in front of the grassed area. If this area is not safe due to a large fire the Fire Warden will direct everyone to the secondary meeting point in the main carpark.
- Close all doors behind you wherever possible
- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for
- Wait for emergency services and report any unaccounted persons to the fire service/police.
- If you are unable to evacuate safely:

Stay where you are safe

Keep the children calm and together

Wherever possible alert the Fire Warden of your location and identity of the children and other adults with you.

The Fire Warden is to:

- Pick up the children's register, staff register, mobile phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area – in front of the building, in front of the grassed area, check the children against the register (if this area is not safe due to a large fire the manager will direct everyone to exit to the carpark across the road.)
- Account for all adults: staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have. **Remember**
- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for.