



Alderton Acorns Pre-School Evacuation Procedure

On the sound of the whistle or smoke alarm, all children and adults to go to the person in charge (usually the person who has blown the whistle), who will direct them to vacate the building using the most appropriate exit.

The staff will check the small room, toilets, kitchen and outside area to ensure all persons are out of the building. A member of staff will collect the register and mobile phone which contains the emergency contact information.

All children and adults will assemble in Oak Hill School playground where a headcount will be taken to ensure everyone is present and correct.

The Emergency Services will be contacted if necessary.

If it is not possible to return to the pre-school, all parents will be contacted and children collected. If parents cannot be contacted, the staff will remain with the children in Oak Hill School until the parents arrive for collection at the normal time.

The person in charge will complete the evacuation record, recording date, time, evacuation time, numbers of adults and children present and whether the procedure was a practise or an emergency evacuation.

All fire extinguishers are the responsibility of the Village Hall committee who have these checked and serviced regularly.

In the event of an emergency requiring evacuation the main concern of all adults present should be to ensure the prompt and safe evacuation of the children.