



## **Emergency evacuation procedure**

### **Meanwood Valley Preschool**

**When staff hear the fire alarm sound the following procedures must be followed :**

- Staff immediately alert children that we are to evacuate the building and playground
- Michele Cobb leads (must walk ahead of all children) the children out of the building and play area into the carpark
- Michele will have the register, a list of contact numbers and the preschool mobile phone with her
- Staff must leave the building as it is- for example; do not touch any light switches or electrical equipment
- Staff do not get coats bags etc
- Manager or leader to leave the building last - checking all toilets, office and areas of learning before evacuating the building
- Michele gathers children by the carpark gates - staff supervise as she closes the carpark gates in order to safeguard the children and public
- Children are counted and register completed
- Community centre supervisor advises us when we can reenter the building OR Call fire brigade in event of fire

#### **No centre supervisor on site**

- Clare to phone Rachel
- Clare to check fire panel and risk assess the situation
- Call fire brigade in event of fire

#### **No manager onsite**

- Michele calls Rachel and manager
- Rachel or Mick will urgently attend the site
- Manager attend the site
- Rachel or Mick to check fire panel and will risk assess the situation
- Call Fire brigade in event of fire

#### **In the event of fire**

- Children kept safe as we wait for the fire brigade
- Fire brigade assess the site and make decision on the safety of the building

- Should the site be deemed unsafe
- Michele to call all parents and carers to collect the children
- Staff remain with the children until all have been collected
- Manager to make a decision as to whether to move the children to a new location - cafe close by with car parking - KFC , Waitrose