

Severn Beach Preschool

Procedure for Emergency Evacuation

In the event of having to evacuate the premises in an emergency the Preschool will:

- Sound the alarm or respond to the alarm.
- Collect Emergency Contact list, register and telephone before leaving the premises if it is safe to do so.
- Remove the children and adults calmly to the school playground - beyond the building. The last member of staff will check the toilets are empty and the entrance and exit doors are shut.
- A headcount will be taken of staff and children at the congregation point.
- Telephone the necessary services unless the school have already done so.
- Telephone carers as soon as safety is reached informing them of their child's location and how to collect them.
- No one will return to the building until the emergency services has deemed it safe to do so.
- Ofsted will be informed of the incident as soon as possible.
- A floor plan can be found on the wall showing emergency exit points. Staff and volunteers are made aware of this on induction.