# Evacuation Procedure

## Action on Discovery of Fire

- Only attempt to tackle small fires if confident to do so, do not put yourself or the children at risk
- Sound the whistle once (unless fire alarm is sounding)
- Instruct child and staff with command
- Take register, mobile phone, 'fire grab bag', first aid kit & emergency contact details for all staff & children
- Calmly walk children to nearest fire exit
- Staff will safely take children to the designated assembly point.
- A register for staff, children and visitors will be called.
- Do not re-enter the building and close doors in case of a fire (do not lock), if there is a gas leak leave door open (do not touch any electrical devices on way out)
- Call fire brigade by mobile phone (after leaving the building)
- Liaise with fire brigade on their arrival
- Alert Lower School that we have evacuated the building

## Action on hearing the whistle (for when an incident such as dangerous person or animal is on the premise occurs)

- Instruct child and staff with command
- Take register, mobile phone, 'fire grab bag', first aid kit & emergency contact details for all staff & children
- Calmly walk children to nearest fire exit
- Staff will safely take children to the designated assembly point.
- A register for staff, children and visitors will be called.
- Do not re-enter the building and close doors in case of a fire (do not lock), if there is a gas leak leave door open (do not touch any electrical devices on way out)
- Call appropriate service by mobile phone (after leaving the building)
- Liaise with services on their arrival
- Alert Lower School that we have evacuated the building

**Updated 13/09/2026**

**Extra Information**

Please note that our Assembly Point for the incidents above is **Meadow out the front of Pre-School.**

In more **serious cases** children can be walked down to the Methodist chapel where there is an enclosed safe area for children to stay

In any incident we will escort any visitors to our assembly point and assist any disabled people with their evacuation if necessary.

The setting is fitted with emergency lighting should it be required in an evacuation.

**N.B.** This procedure can be used for other incidents such as gas leaks which require us to evacuate the children from the building or for lock down procedures where there is a danger inside the setting.

**Assisting the Disabled or those with Additional Needs**

If the situation occurs where a Educators, visitor or child with a disability or additional needs, needs help in leaving the premises, Educators will ensure they leave the building appropriately, preferably via the same exit route as the rest of the setting. If this is not possible, they will make their way to the fire exit and make their way to the safe space. All Educators will be mindful of any children with a SEND Support Plan and how this affects their ability to evacuate the building.

## Procedure for during a Terrorist Attack

In the event that we feel there is an explosive device or a terrorist threat on the premises we will blow our whistle and ask the children to quickly and calmly go underneath a table (providing the device is not indoors) to specifically designated areas for specific groups of children. All doors and windows will be locked. If appropriate we will evacuate the premises and head down to the Methodist Church until we can be certain the place is safe. We will also alert the lower school that we have evacuated.

We hope that we never have the need to put this procedure into practice but am happy to discuss with you any aspects of this policy. If we are involved or caught up in the incident we will comply fully with the instructions from the emergency services and constantly reassure the children in my care.

**If you are caught up in an incident** we endeavour to contact all your emergency contacts and continue to look after your child until someone is able to pick them up or a person nominated is able to collect them. This can include overnight care if necessary. It may therefore be good practice to provide us with additional supplies of nappies and spare nightclothes during times of high alert.

We understand that during major incidents the mobile phone networks are often not available and even landlines can be cancelled to free up communication systems for the emergency services. We will however attempt to contact you on a regular basis and ask that you try to do the same. We will keep up to date on the situation using any media source available to me, radio, television, Internet etc. We will endeavour to protect your child from information or images that may alarm or distress them. If you wish we can have a pre-planned excuse that we can use to explain your delay in arriving.

**This policy was adopted on:.....**

**Signed on behalf of the setting……..**

**Date of next review:.....**

**Updated 13/09/2026**