



FOREST ROW COMMUNITY PRE-SCHOOL POLICY 4 EMERGENCY EVACUATION

The supervisor will blow the whistle to raise the alarm and will then collect the register and file of registration cards, visitor's book, mobile phone and the Hall keys from the supervisor's counter and collect the children at the exit door nearest the garden.

The Deputy will check all the cupboards, toilets and the kitchen and gather everyone from there.

All other staff will help gather the children and any visitors to the Supervisor.

The group will leave the hall and muster in the corner of the front garden beside the disused shop.

In the event of a gas leak the supervisor will raise the alarm and proceed as previously described. The group will leave the hall and proceed to the designated assembly point on the Upper Close exit to the left of the Community Centre car park by the safest route available.

The Supervisor will call the register whilst the deputy counts heads so that all members are accounted for.

If it is not possible to go back into the Hambro Hall, temporary accommodation will be provided in the community centre until all the children have been collected.

Records of fire drills and inspection certificates are to be kept in the fire log-book. The pre-school will ensure that the appropriate fire detection and control equipment (fire alarms, smoke detectors, fire extinguishes and fire blankets) are in proper working order.

Emergency evacuation will be practised every half-term, to ensure all children and staff are familiar with the procedure.

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March 1995	March 1997	March 2006
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