



4. EMERGENCY EVACUATION POLICY

- The Supervisor on duty will ring the bell to raise the alarm and will then collect the register, emergency registration folder, visitor's clipboard, mobile phone and the Hall keys from the Supervisor's counter and any child's chronic medication, and collect the children at the exit door nearest the garden.
- The Supervisor will call the fire brigade, if necessary.
- The Deputy on duty (or a nominated person) will check all accessible cupboards, Story Den, main hall, office, the toilets and the kitchen, and gather everyone from there.
- All other staff will help gather the children and any visitors and leave the hall to assembly by the fence near the emergency fire gate exit where the Supervisor will call the register whilst the deputy counts heads so that all children, members of staff and visitors are accounted.
- In the event of a real fire, we all exit the garden via the emergency fire gate and take the safest route to the community centre, where register will be taken again.
- We will inform the Parish Council of the fire and wait there until the Fire brigade say we can return. We will return to Hambro Hall via the same route and take register for the last time.
- If it is not possible to go back into Hambro Hall, temporary accommodation will be provided in the community centre until all the children have been collected.
- In the event of a gas leak the supervisor will raise the alarm and proceed as previously described.
- Records of fire drills and inspection certificates are to be kept in the fire log-book. The information recorded regarding a fire drill should include: date and time, staff, visitors present, number of children present and their ages, time taken to complete drill and a summary of the procedure.
- Emergency evacuation will be practised at least once a term every term to ensure all children and staff are familiar with the procedure.

| Date Updated | Reviewed | Next Review |
|---------------------|-----------------|--------------------|
| December 2014 | | |
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Chair of the Committee's signature:

Supervisor's signature:

Deputy's signature:

Date: