



## Emergency Evacuation Policy

Evacuation may be necessary in the event of as a fire, flooding etc. The children will regularly practise the evacuation procedure at the Tithe Barn Preschool so they will not be alarmed in the event of a real emergency. Practises will be carried out on different days of the week to ensure that all children practise, and the details recorded in the evacuation log.

In order to keep the children and staff safe, we have developed the following procedure to evacuate the Tithe Barn in the event of an emergency:

1. Sound the alarm (whistle/voice/fire alarm).
2. Evacuate the children using the safest and nearest exit available; the children will line up and exit out of the fire doors onto the patio, lead by the Deputy Manager. They will be lead through the gate onto the grass area in front of the Tithe Barn.
3. The Manager will take attendance records, contact numbers and mobile phone.
4. Contact the emergency services.
5. Comfort and reassure the children.
6. Keep children safe until parents can collect them.
7. Follow the instructions of the Emergency Services.
8. Do not return to the building until the emergency services have declared it safe to do so.
9. Inform Ofsted of the significant event within 14 days.

Please see attached 'Fire Evacuation Plan' for planned routes out of the Tithe Barn. These can also be found in the entrance hall.

Written September 2016

Reviewed annually

Signed:  