

Emergency Evacuation & Lockdown Procedure

In order to keep the children and ourselves safe, we have developed the following procedure to evacuate the premises in an emergency.

This may be as a result of a fire, gas leak, flooding etc...

The children will regularly practise the procedure with us so that they will not be alarmed in the event of the situation being real. Practises will be carried out on different days to ensure that all children are familiar with the routine. All practises will be recorded.

The evacuation plan is as follows;

- Sound the alarm – ring the bell
- Evacuate the children using the nearest and safest exit available
- we will take out with us our mobile phones, and Emergency contact lists
- We will assemble on the fire assembly point near the gates
- Contact the emergency services
- Comfort and reassure the children
- Arrange a safe place for the children to stay until parents are available
- Follow the instructions of the emergency services
- We will not return to the building until the emergency services have declared it safe to do so.

Lockdown

- Lock all doors and barricade them
- Hide in corners and behind things
- Call the Police if possible
- Reassure and comfort the children
- Try to remain quiet, tell the children it's a game
- Stay away from windows

We are committed to ensuring that the Emergency evacuation procedure is a living document which is reviewed and updated at least annually.

