

Policy 29

Emergency Evacuation

In certain situations it may be necessary to completely evacuate the nursery buildings and grounds. The decision to do so will be taken by either Darrell King, Principal or Kerry Averre, Manager.

In the case of a full emergency evacuation being carried out the fire drill procedure will be followed in the main:

1. CALMLY advise that everyone is being evacuated
- 1 immediately evacuate the building under guidance from the manager
- 2 check all rooms, toilets, corners, etc
- 3 using the nearest exit lead the children out, and walk them calmly down to a safe place – either Headcorn Primary School or the village hall.

The manager is to:

1. pick up the children's attendance book, visitor book and staff time sheet
2. pick up the children's record sheets and staff emergency contact details, the first aid kit and mobile telephone
3. once in a safe place – do a head count to ensure numbers tally with the number on the white board and carry out a role call to check the children against the attendance book
4. Account for all adults similarly with a role call against the staff time sheet.
- 8 Do not try to collect personal belongings on evacuating the building

Parents or if necessary, emergency contacts are to be contacted as soon as possible to inform of the situation and advise that their children be collected as soon as possible from the school/village hall as appropriate.