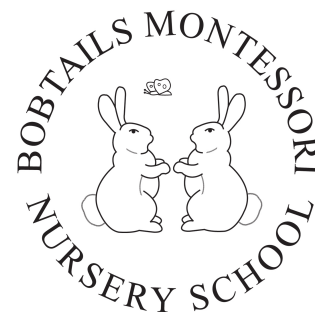


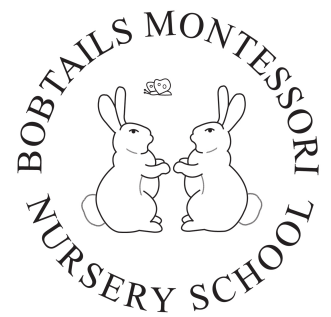
FIRE/EMERGENCY EVACUATION POLICY



It is the responsibility of the Principal, Supervisor and any Assistants to ensure that fire/emergency evacuation drills are practised once every term. In the event of an incident it is everyone's responsibility to ensure that an orderly and safe evacuation takes place. A poster is displayed by the door.

- Every adult and child who is present must be recorded in the day register or visitors book.
- To initiate an evacuation the children are called to attention by the sounding of a whistle. The whistle and key to the forecourt hang by the exits.
- Adults and children must stop what they are doing immediately and assemble in an orderly manner by the appropriate exit.
- Everyone will leave the building either through the main door or through the emergency exit, which is clearly signed.
- The supervisor is responsible for taking the Register, Visitors Book and the Personal Details folder out of the building.
- The supervisor will lead the children out and the assistant will briefly search toilet and kitchen areas to ensure no one has been left behind and close the fire proof door if this presents no danger to themselves.
- The initial assembly point and place of safety is THE FORECOURT OF THE BUNGALOW NEXT DOOR.
- Children will be escorted into the forecourt.
- A responsible person will be asked to contact emergency services and to confirm when they have done so.
- The register will be checked and the Assistant will confirm that everyone has left the building.
- The Supervisor will report to the Officer in Charge and the children will be escorted to a place of optimum safety.
- No one will be allowed to re-enter the building until the Officer in Charge has given the all clear.





- Parents will be notified at this point if they need to collect their children.
- The incident will be reviewed and appropriate measures taken to change the environment or the procedure.

When calling emergency services:

- Give your name and telephone number 01403 786176
- Give full address of the school : BOBTAILS MONTESSORI NURSERY, ADVERSANE HALL, ADVERSANE LANE, BILLINGSHURST RH14 9JN
- Give details of the emergency and approximate number of people involved.
- Report back to adult in charge of children.
- In the event that an emergency occurs whilst the children are outside the building the following modification to this procedure will apply: children in the rear play area will leave through the gate into the field and proceed left and through our neighbour's back gate (Southlands House). They will pass through the garden, out through the front and along to the place of safety to join the other children. Children in the front play area will leave through the main gate in the same way as if they were in the main - building when the emergency occurred. The rest of the procedure will then apply.

