



## **Evacuation Procedure**

The following procedures are to be followed should the need arise to evacuate the Pre-School during a pre-school session due to fire or any other hazardous situation. This is also the procedure that should be followed in the event of a fire at Rucstall Primary.

- The fire alarm should go off. If this does not happen raise the alarm by blowing the whistle or sounding the fire alarm.
- All children and adults to leave current activity and follow Deputy or other staff member out through nearest safe exit according to where the fire or hazardous situation is situated. Staff with children not in the main room should lead them out by the safest exit for them and re-join the group outside.
- The Manager, or person in charge will collect the register, emergency contact numbers and phone, and if it is safe will check that all rooms used by the group are empty including the toilets.
- The children are lead out through the nearest fire exit to the fire assembly point (**sign on path**) where the register will be taken.
- The Pre-School Manager or Deputy Manager will contact the emergency services. The nearest telephone is in Rucstall Primary School, unless the Manager was able to retrieve the Pre-School's own mobile phone. (**Dial 999 or 112 if using the mobile**) or Homestart.
- If it is not safe to re-enter the building, children should be taken into Rucstall Primary School or Rucstall Community Centre if the School is unsafe.
- Please stay calm and comfort and reassure the children as necessary.

**Remember, do not stop to collect any personal belongings or re-enter the building until you are told it is safe to do so.**

Signed on behalf of Little Ducklings Pre-School: \_\_\_\_\_

Position: \_\_\_\_\_