

Fire Evacuation Procedure:

In the event of a Fire Evacuation, the procedure is as follows:

- Gather the children at the foot of the stairs (if possible).
- Collect the Register and Signing In book (if possible).
- Collect the Emergency Kit containing a small first aid kit and the children's emergency contact details. (One of these is located by all fire exits).
- Calmly leave via the nearest emergency exit.
- Assemble at one of the emergency assembly points.
- Contact the Fire Brigade.
- Leave the property if necessary.
- Contact the parents.

The assembly points in case of an emergency are:

- In the front garden, before evacuating to the tree on the median, just across the service road. (Cars regularly use this route to avoid the traffic lights, so for road safety purposes, we will assemble in the garden, and then cross the road together.)
- In the back garden, under the tree at the bottom of the garden. If necessary, we can then exit the premises via the garage.

This procedure will be practised regularly as a drill, to ensure that all children attending the setting know what to do in the event of a genuine emergency.

Signed:	Dated:	Review Date:
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