



### Evacuation Procedure

#### Room Staff

1. If you discover a fire, activate the nearest fire alarm point.
2. Badgers and Owls should blow their whistle loudly outside to alert anyone in the outside area.
3. Using the nearest, safest exit, lead the children from the room quickly and calmly in an orderly fashion, or place the children in an evacuation cot and wheel the children out of the nursery. Children should be offered reassurance at all times.
4. Do not stop to collect personal possessions.
5. One person in each room will take responsibility for head counting children and staff out of their room.
6. The room leaders are responsible for collecting the registers for their rooms.
7. Take the children to the fire point located in the car park.
8. Call the room register to check all children are present

#### Mobile building evacuation procedure

1. If a fire is discovered in the mobile building, the staff from that room are to lead the children from the room to the main building (The Willow Centre Nursery) and inform a member of staff in the office.
2. If the main building is being evacuated, the mobile building is to evacuate with them following the main evacuation procedure.

#### Office staff

1. Office staff will collect the Emergency contact list & Password folder, staff registers, a mobile phone and visitor book from the office.
2. The whole nursery will be 'swept' visually to ensure no one is left in a toilet, the sensory room, staff room or classroom.
3. Office staff leave the building by the nearest, safest exit and assemble at the fire point located in the car park.
4. **Do not stop to collect personal possessions.**
5. Office staff to call the staff and visitors register, to check that everyone is present.

**6. The building must not be re-entered until the all-clear has been given.**