

## Emergency Evacuation Plan

In the event of a fire or evacuation, we will blow a whistle loudly three times, so the children know to evacuate immediately.

Children will immediately stop what they are doing before being instructed to line up at the front door with the Manager and other staff in pairs, where the fire exit sign is, the manager will take register with them and lead the children out.

This is the quickest way out, walking around the path of the church to the car park at the front of the church.

Walking across to the assembly point on the grass by the fence.

The manager or deputy will check the register to check all children are accounted for.

The deputy (or other designated person in their absence) will check the premises for children before leaving the building and close off any doors to prevent any spread of fires.

In the event of a fire or need for evacuation away from the front of the hall.

We would take the second option evacuation, walking single file where the other fire exit sign is, by the kitchen.

We would follow the procedure as above.

The children would be led through the back, fire door exit and around to the right of the building, past the church.

They would walk across the car park to the assembly point on the grass by the fence.