



The Granary Nursery School
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EMERGENCY EVACUATION PLAN

Reviewed 05.02.2022

In the event of **FIRE** or any other need to evacuate the building:

- The sound of the alarm is identified by 3 short blasts on a whistle, which all staff and children are familiar with through discussion and regular fire drills.
- Fire Exit Fire exits are clearly marked and are kept clear at all times
- Practitioners quickly and quietly lead all children through the nearest fire exit (Located in each classroom and entrance way)
- Children are led to the assembly point – in the car park in front of the nursery.
- The manager or staff member in charge will collect the registration folder in order to contact parents in the event of a real fire.
- The visitors' book will also be collected.
- The manager will do a sweep of the office, quiet room, coat area and adult toilet, kitchen.
- Butterfly Room Leader to check classroom and toilet area.
- Caterpillar Room Leader to check classroom and toilet area.
- Fire doors (door from corridor to Butterfly Class and Kitchen door) will be closed if possible.
- Children and staff will be accounted for by checking the register.
- No one will re-enter the building until the situation is known to be safe.
- Only use the blue extinguisher on kitchen and other electrical appliances.

Name	Signature	Date Read/Reviewed