



Emergency Evacuation Procedure

Last updated 11.04.11

Play Service

In an emergency:

1. Operate nearest alarm point
2. Dial 999 and report it to the Emergency Services

On hearing the alarm:

3. Leave the building by the nearest exit
4. Do not stop to collect personal belongings or take risks
5. The appointed staff below should inspect all locations inside:

Name _____ (area of building)

Name _____ (area of building)

Name _____ (area of building)

6. Close all doors behind you

7. The appointed staff below must take the registers and escort the children to the meeting point in the designated area:

(Location of Designated Area).....

Name _____ Collect Register and Sign in sheet

Name _____ Escort Children

8. The appointed staff below will carry out a head count and mark the register

Name _____ Head Count and Register

9. Complete the fire drill book or incident records if required.

DO NOT enter the building unless informed to by the Manager or Emergency Services

Whilst every effort has been made to ensure the accuracy of the information provided, The Out of School Development Team cannot accept responsibility or liability for any errors which may have occurred. This policy has been created as an **example only**. Providers must write their own policy specific to their setting.