



# Fire Evacuation Procedure

## Crèche

Play Service

1. Operate nearest fire alarm point

2. Leave the building by the nearest fire exit

3. The appointed staff will inspect the locations below:

Name: \_\_\_\_\_ Crèche room

Name: \_\_\_\_\_ Toilet's

4. The appointed staff must take the children's attendance register and staff/visitor in & out register and escort the children to the safe meeting point:

Meeting point: \_\_\_\_\_

Name: \_\_\_\_\_ Collect children's attendance register and staff/visitor in & out register

Name: \_\_\_\_\_ Escort Children

5. The appointed staff will carry out a head count and take the register:

Name: \_\_\_\_\_

**DO NOT** stop to collect any personal belongings!

**DO NOT** enter the building until the Fire Department or Manager informs you to do so!

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