

**Evacuation Procedure**

**Action on Discovery of Fire**

* Only attempt to tackle small fires if confident to do so, do not put yourself or the children at risk
* Sound the whistle once and inform the children instructions about what to do

**Action on hearing the whistle**

* Take register, mobile phone, first aid kit & emergency contact details for all staff & children
* Calmly walk children to nearest fire exit
* Staff will safely take children to the designated assembly point – courtyard outside church
* A register for staff, children and visitors will be called.
* Do not re-enter the building
* Call fire brigade by mobile phone (after leaving the building)
* Liaise with fire brigade on their arrival

**Visitors**

* Ensure all visitors are taken to the assembly point
* Assist any disabled persons with their evacuation as necessary.

**Assembly Point:** Courtyard outside church

In more **serious cases** children can be walked down to the wreck where there is an enclosed park area to keep children safe until parents can collect them

**N.B.** This procedure can be used for other incidents such as gas leaks which require us to evacuate the children from the building or for lock down procedures where there is a danger outside the setting.

**If you are caught up in an incident,** we endeavour to contact all your emergency contacts and continue to look after your child until someone is able to pick up or a person nominated is able to collect them.

We understand that during major incidents the mobile phone networks are often not available and even landlines can be cancelled to free up communication systems for the emergency services. We will however attempt to contact you on a regular basis and ask that you try to do the same. We will keep up to date on the situation using any media source available to us, radio, television, Internet etc. We will endeavour to protect your child from information or images that may alarm or distress them. If you wish we can have a pre-planned excuse that we can use to explain your delay in arriving.