



## **8: 10 Checkendon Pre-School C.I.O Fire Evacuation Procedure**

Upon hearing the smoke alarm, all pre-school practitioners participate in stop look and listen.

The deputy and practitioners lead the children calmly out towards the nearest and safest fire exit which are clearly labelled and assemble at the pre-designated point – **The Checkendon Village Hall Car Park.**

One member of staff will check that the gates are closed and that the area is safe for the children.

Deputy to line children up ready to do a head count. Counting is done efficiently and effectively by all staff to ensure the totals match.

The supervisor will check the building for children and collect the signing in sheet and emergency contact list. In the absence of the supervisor the deputy supervisor will complete the checks.

The supervisor will then vacate the building and take the register to ensure that all children are present and correct.

While the register is being taken one member of staff is to go the Primary school next door and use their phone to call the emergency services.

Once emergency services have been called children's parents/carers will then be contacted.

Collection of the children from the Pre-school car park is requested.

**No entry or return into the Checkendon Pre-School is permitted until the emergency services say it is safe to do so.**