

# Emergency Evacuation Procedures Forest Kindergarten Sevenoaks

<b>Signed:</b>	<b>Date: May 2017</b>
<b>To be reviewed May 2018</b>	

## **In case of fire:**

### *Stage One:*

If a fire spreads or becomes out of control and attempts to extinguish it have failed, the Manager or member of staff will shout "Fire". Upon hearing this, all adults and children should immediately stop what they are doing, leave any tools, resources or belongings, and follow instructions given by the Manager (i.e., "walk to 'name'/ place" or "walk to me") guided by supporting adults.

### *Stage Two:*

Staff will account for the presence of all children and adults, and assemble the group, ready to evacuate. The evacuation area will be the Toys Hill car park, away from the woods.

### *Stage Three:*

A final head count will be made, and upon all children and adults being present, evacuation will begin immediately, taking the safest (not necessarily the quickest) route, to the evacuation area at the car park. Adults will lead the group swiftly, with manager leading and the assistant following behind the last child.

The Fire Brigade will be called en route. Arrangements will be made for children to be collected once at the car park. Staff will remain with the group until the last child has been collected.

## **In case of strong winds:**

A member of staff will call the group together by their group name. Staff will headcount all children and adults, and then will guide everybody out of the woods, by the safest route, to the assembly area at Toys Hill car park, outside of the woods; where there will be no danger of falling branches.

## **In case of intruder threat/ terrorist attack:**

Staff member who spots danger will say agreed code word to other staff ('income tax'). Assemble group by calling '1-2-3 where are you' Head count group. If possible, walk group to allocated secure site. **NOT THE CAR PARK AT ENTRANCE.**

Session leader to call Emergency services. Call parents for early collection of children if necessary.

### **In all cases:**

- ~ contact setting manager if not present as soon as possible once children and staff are safe
- ~ Complete accident / incident report