



Emergency Evacuation Plan Policy

This policy will be reviewed on an annual basis

In the event of a fire, flood, extreme power failure or gas leak this policy must be followed. Your main priority and responsibility is to ensure all the children evacuate the building safely. You must check that there are no children left in the room you leave.

Exit procedures from

- **Upstairs**-Exit the room you are in walking calmly to the staircase, where possible an adult to be in front of children and an adult to be behind the children, walk downstairs holding onto the rail on the left hand-side to the foyer. Walk through the front door, turn left walk towards the higher garages our Assembly point (opposite Francis Court).
- **Downstairs**- Exit the room you are in walking calmly to the foyer and walk through the front door turn left, the higher garages our Assembly point.
- **Outside in the Garden** - **unbolt the back gate** turn left walk to the higher garages (opposite Francis Court) our Assembly point.

Ensure you know all the above routes.

A copy of the fire procedure is located in the Rocket Room, Butterfly room, Crocodile Room, Caterpillar Room, at the top of the stairs on the staff toilet door and in the foyer on the left by the main exit.

Fire call points are located in the front foyer right of the front door, back foyer on the wall between the staff and children's toilet, to the staff kitchen and at the top of the stairs on the right.

In the event of a power cut or failure of main lighting the emergency lighting will be activated.

- **Fire extinguisher**- All areas of the setting.
- **Fire blankets**- Downstairs in the kitchen, and upstairs in the Rocket Room.

Ensure you know where the appliances are. Appliances meet EN requirements, Early Years Educators are aware of how to operate them.

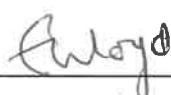
Fire drills and safety checks are minimum annually. The pippins fire officer is Hazel Hodge. The Trustee Director Fire Marshall is Colin Mackenzie

This policy was adopted at a meeting of Pippins Pre-school and nursery

Held on Wednesday 20th October 2021

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. chairperson etc.)



 21/10/21

 Chairperson