



APPLE BLOSSOM KINDERGARTEN

EMERGENCY FIRE EVACUATION PROCEDURE

Apple Blossom Kindergarten/Manchester Steiner Ltd.

Apple Blossom Kindergarten at The Beehive

We have an Evacuation Bag on a peg in the classroom setting with:

1. Register
2. Emergency contacts
3. Mobile phone

In case of a fire in the building:

1. On hearing the alert/smoke alarms all adults and children will immediately cease all activity, leaving all toys and bags in the classroom.
2. Make an orderly, quiet line at the classroom, listening for instructions.
3. Adult-in-charge will take a copy of the register (in the Evacuation Bag) and lead all children and staff out of the building.
4. The children will walk to the designated meeting point outside in the garden, front, beyond the gate.
5. The emergency services will be called/dial 999.
6. Children will line up in single file and the register will be taken.
7. A designated adult will ensure that all doors are closed behind the leaving children and no-one is left in the building.
8. Everyone will remain outside the building until the Emergency services have deemed the building safe.

If it's not possible to exit via the front door the fire door onto the garden will be used and gate opened into the park - :

9. Adults will signal clearly (shouting/waving) to any member of the public/
Emergency services will be called.

Policy by: Kate Gray

Date: 22 November 2016

Designated director responsible for approving this policy, Clare Mavahalli

Signature: Kate Gray

Date: Monday, 29 January 2018

Reviewed: 29 January 2018

Review date: January 2019