



# EMERGENCY EVACUATION PROCEDURE

On discovering an emergency where evacuation is necessary, the following procedure will be followed:

- If there is a fire, the fire alarm must be sounded. The location of the fire alarm will form part of the staff induction.
- On hearing the alarm or being notified of a need to evacuate, all adults are to vacate the building immediately, along with all children they are currently with.
- The staff member nearest to the toilet area will check there are no remaining children or adults there before vacating.
- The Manager or Deputy Manager will collect a mobile phone, the attendance register, 'Grab Bag' and medicines box before vacating the building.
- All adults and children are to make their way to the garden area at the rear of the village hall, via the fire exits or through the kitchen, whichever is nearest to them at the time.
- If it is safe to congregate in the garden, the register will be taken there. Otherwise, everyone will go through the side gate and across the path between the village hall and the school to congregate outside the Vigo Village School rear access gate. All staff will be shown during their induction exactly where this area is.
- A register and head count must then be taken to account for all children, staff, volunteers and visitors to the setting.
- The emergency services will be called as soon as possible after successful evacuation. The priority will always be the safety of children and adults.
- Every reasonable precaution will be taken to ensure that volunteers or visitors to the hall or setting are not left alone with any children.
- Children will be kept calm and sitting or standing still together, once evacuated.