



# EMERGENCY EVACUATION PROCEDURE

## Amendment History

Revision	Author	Description of change	Date
1	Karen Walls	Amendment history added	October 2005
KASC policy	Carol Hooper	Adapted from adopted Kineton Playgroup policy	August 2006
2	CH/SM	Amendment to general wording	07 March 2007
3	CH	Merge KASC and Playgroup policies; update footer	September 2007
4	CH	Reviewed following operation of sessions at Helen's place; add reference to place of safety	August 2008
5	CH/ SM	Reviewed; no changes	March 2009
6	CH/AF	Reviewed; no changes	March 2010
7	CH/AF	Reviewed; no changes	January 2011
8	CH	Add evacuation procedure record as appendix	September 2011
9	CH/HS	Reviewed; no changes	January 2013
10	CH/HS	Changed name to Emergency Evacuation (Fire Drill) Policy	June 2013
11	CH	Reviewed; no substantive changes	June 2015
12	CH	Added reference to Security Procedures and Lockdown Policy	November 2016
13	CH & SF	Simplified evacuation procedures	February 2018
14	CH & SF	Reviewed, no substantive changes	January 2020
15	CH	Reviewed, no substantive changes	July 2022
16	CH, TH & XF	Reviewed, no substantive changes	July 2023



## EMERGENCY EVACUATION PROCEDURE (FIRE DRILL)

**Procedure:** If an emergency evacuation becomes necessary, first the physical safety of all children at the setting should be ensured. The evacuation procedure set out in Appendix 1 should be followed. If children cannot return to the building after a reasonable period of time they should be escorted to a designated place of safety – this may be the Primary School building or Kineton Parish Church (in priority order). If none of these premises are suitable or available advice should be sought from the emergency services. Contact should then be made with parents of all the children present, and staff emergency contacts, informing them of the situation and requesting collection of the children as soon as possible.

**Practice drills:** It is important that the evacuation procedure is familiar to all regular users of the setting. Evacuation practices are undertaken on a rolling programme, aiming to have one at least one practice session for playgroup and one for KASC per term. The procedure should be explained to occasional visitors or users as appropriate. An example of the matrix used to record these practices each term is shown in Appendix 2.

**Records:** All original registration records for children and staff are kept on the premises; if possible these should be taken out at the same time as the children and staff.

This policy should also be read in conjunction with other Kineton Playgroup Ltd policies, in particular those relating to Security Procedures and Lockdown, Major Incidents and Critical Incidents.



## APPENDIX 1 - EMERGENCY EVACUATION PROCEDURE

### EMERGENCY EVACUATION PROCEDURE POLICY

**If you discover a fire, or reason to evacuate the premises:**

- Adults - raise the alarm by breaking the glass at a fire point.
- Children - immediately tell an adult.

**If the alarm rings:**

**Keep calm and silent, and WALK at all times  
Do not waste time collecting personal belongings  
Reassure the children all the time**

- **Exit route:** unless blocked, exit by back doors, through garden and back gate to assembly point
- **Staff, adults and visitors:** take children to assembly point by exit route
- **Session supervisor:** takes day list and calls roll call at assembly point
- **Office staff:** collect contact details folder and office phone, check rooms cleared, close all doors, telephone Emergency Services, then go to the assembly point
- **Assembly point:** from letter A on Market Square path
- **Designated place of safety:** if necessary, go to the designated place of safety – Primary School then St Peter's Church, in order of priority.

**No one should re-enter the building for any reason without the permission of the session supervisor**



# EVACUATION PROCEDURE PRACTICES

TERM:

Date:

Time:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST					
PG AM					
PG PM					
KASC					

- Key: X = walk through only; W = whistle alert; A = fire alarm

Staff involved	
Session leader	
Exit used	
Time taken	

## Comments:

Weather	
Was the route clear?	
Children's behaviour / reactions	
Organisation	
Ideas for improvement	



## EVACUATION PROCEDURE PRACTICES

**Year:**

**Autumn Term**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST					
PG AM					
PG PM					
KASC					

**Spring Term**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST					
PG AM					
PG PM					
KASC					

**Summer Term**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST					
PG AM					
PG PM					
KASC					