**In the event of an emergency that requires evacuation immediately:**

AIM:

To remove all present from the building as soon as possible.

* Staff to blow whistle
* Pre-school leader to pick up register which contains children and staff contact details.
* Staff to check all rooms within building.
* Leave building with above paperwork and phone, via nearest accessible fire exit, 3 in main room, 1 fire exit in entrance foyer.
* Meet at designated emergency meeting point (entrance gate to St Andrews School playing field or car park).
* One member of staff to register all children and adults.
* One member of staff to telephone Emergency Services. When all are present and correct proceed to St Andrews School main entrance.
* In case of fire follow fire drill procedure.
* In the event of an intruder call 999 Emergency Services when safe to do so.

**On hearing the Emergency Whistle:**

* Gather all children and exit via nearest fire exit.
* Walk to designated Emergency Meeting point.
* Do register and make appropriate phone calls.
* Return to Pre-school building when safe to do so.

Designated member of staff who co-ordinates with the above policy:

**Lauren Ballard**

**Signed:**

Designated Deputy member of staff who co-ordinated with the above policy:

**Wendy Pankhurst**

**Signed:**

Role of signatory: **Chairperson**

Signed on behalf of the management committee:

This Policy was adopted on **01/02/2022** to be renewed annually.