

**LAK PROCEDURE FOR EMERGENCY EVACUATION OF BUILDING**

In the event of an emergency requiring the evacuation of the building:-

1. The Manager/Leader will be made aware of the problem immediately.
2. In the case of fire the alarm will be sounded (if not already triggered).
3. The Kindergarten Lead will collect the register, grab bag, mobile and mobile phone basket.
4. The children will be led towards the Lead ready for evacuation of the building by members of staff.
5. One member of staff to count the children out.
6. The Manager/Leader will check the toilets and all other areas, including outside, where children may be playing.
7. The Manager/Leader will telephone the emergency services, 999 and collect the Day Care Records File in the office in the PINK file.
8. Children and staff will evacuate the building by the emergency exit as directed by the Lead. If a child is on the toilet you must grab them and go.

There are three options to exit depending on where the danger is located:-

* Via the main entrance doors to the building
* Via the garden doors and the emergency gate leading from the garden, code 0912
* Through the window by the coat pegs (key on hook next to window)

All will assemble on the grassed area to the right of the building and car park (next to the Junior School).

9. Lead will call the register to ensure that all are present

10. In the event of not being able to return to the building the children will be taken to the

 John Hampden Infant School, from where parents/carers will be contacted and the

 children should be collected.

11. If the whole campus needs to be evacuated we will walk the children to St Anne’s Hall,

 37 Aylesbury Road, Wendover.