**Emergency Evacuation Procedure**

* On hearing the fire alarm, children, staff and any visitors leave the building via the appropriate fire exit, if in the preschool building leave through the reception door. If children are outside, they should not re-enter the building, open the side gate using the key that is in the shed.
* Member of staff collects the register, signing-in book and contact list.
* The third member of staff checks toilets, office and indoor play spaces.
* If safe to do so, the pre-school will move to the upper playground (MUGA) – the preferred ‘whole site’ assembly point. Line up on the right hand side of the MUGA.
* Lead practitioner calls register and checks signing-in book/Visitors Log
* The School Headteacher/senior member of staff will make a decision regarding the safest arrangement for the relocation of everyone present.
* The assembly points when pre-school are in shared spaces are as follows:
  + - * + School hall: via foothpath outside school office/pre-school to MUGA
        + Field/playground: upper playground (MUGA)
* If the incident originates from within the pre-school premises everyone should vacate the premises via the appropriate fire exit and move directly to the MUGA assembly point.
* The fire alarm system is directly linked to the fire service.

**The policy was reviewed in November 2024**

**Next review date: November 2025**

**Signed:**