



## Emergency Evacuation Procedure

Acorn to Oak Pre-School

At Kingston Rugby Club

The Club House, Hook Road

Chessington KT9 1PL

In order to keep the children safe we have developed the following procedure to evacuate the Club House in the event of an emergency.

This may be as a result of a fire, flooding, gas leak etc

The children will regularly practice the evacuation procedure with our staff so they will not be alarmed in the event of the situation becoming real. Practices will be carried out at various times to ensure all children practice and details will be recorded in the evacuation log.

We will.....

\*Sound the alarm, usually with a bell.

\*Gather the children in to key worker groups.

\*Evacuate the children using the safest and nearest exits available, this will be stairs at the bar end of Club House or rear stairs.

\*The lift will not be permitted to be used for safety reasons.

\*We will take the Attendance register for the day

\*Contact numbers for every child and staff

\*Pre-School mobile

\*Assemble across the road on the pitch to the front of the Club House

\*Contact the emergency services

\*Comfort and reassure the children.

\*Arrange for the children to be collected

\*Follow instructions from the emergency services

\*Do not return in to the Club House until the emergencies report it is safe to do so