



Penhill Playgroup Emergency Evacuation Procedure

Whoever discovers the emergency, e.g. fire, should alert the other staff in a calm manner, either by use of the whistle if they are able to get to it, or by a shout. Whoever is nearest the whistle (there is a squeazy one in the blue box with the sand timers, a metal one in the money tin and a metal one in the cupboard next to the telephone), should blow it, repeatedly if necessary, collect the register, children's medication from the top of the First Aid box and Playgroup mobile telephone which is on the shelf by the kitchen hatch and contact the emergency services by ringing 999 and giving the location of the hall: 5 Penhill Road, Lancing, BN15 8HA.

When the whistle is blown, all members of staff should stop what they are doing and encourage the children outside in a calm manner, checking the role play area, any tents or hidey holes and exit out of either the side fire doors, or the back fire doors, depending on which of these outside spaces are currently being used and line up against the far wall, safely clear of the building. Any child unable or refusing to leave should be picked up by a member of staff and carried outside.

The member of staff in/nearest the kitchen should check all toilets, lobby and kitchen for children and adults, closing the doors behind them as they leave. If it is not safe to go into the hall, they should take any children or adults in the lobby/toilets, out through the front door and round through the side gate, taking the keys with them.

Children or staff already outside, whether at the side or the back, should stay where they are and line up against the far wall. They should NOT come back into the building, and the back doors, if open, should be closed, as long as this does not put the staff member or any children at risk. For a drill, a member of staff should ensure the doors do not blow shut.

Once outside, there should be a head count of the children and the register called, checking all children and staff names, including any students and visitors that may be present.

If leaving the premises completely, it will be decided by the Manager and/or Health and Safety Officer, whether it is safer to leave via the smaller west side entrance or large east side gate. If leaving by the west side entrance, a member of staff should open the two intervening gates, as necessary, to allow access and close them once everyone is through. If leaving via the east side gate, the plastic fencing will be taken down and children may need to be helped to avoid long undergrowth and tent pegs.

Our place of safety is St Michael and All Angels Church in South Street, which entails crossing two roads, which will need to be done en masse, holding up the traffic and then holding the children's hands, wherever possible, to cross together. Enlisting the help of the Gardner and Scardifield staff for this purpose would be appropriate in an emergency.

No-one should return inside the building until it has been declared safe.

Do not try to tackle a fire unless it is safe to do so and you know how to use the fire fighting equipment available. Your priority is to keep the children and yourself safe from harm.

Emergency Evacuation Drills

An emergency evacuation drill will be held at least once a term and a notification slip should be given to all parents at the end of the session to let them know that it has taken place.

An evaluation of the drill should be recorded and signed by all staff that were present and displayed on the Playgroup noticeboard.

A record detailing dates and times of all emergency evacuation drills is kept in the back of the register.

Emergency evacuation procedures must be given to students, staff and volunteers at their initial induction to make them aware of how and where to exit the building and a copy of this Procedure will be kept in the kitchen and on the noticeboard for reference.

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