



Little Monkeys Day Nursery & Pre School

Kitchen Emergency Procedure

All staff should be familiar with the means of escape in case of an emergency.
All Fire exits are clearly marked.

Staff should be familiar with the whereabouts of the fire extinguishers, fire blankets and alarm call points.

IF IN ANY DOUBT SOUND THE ALARM AND LEAVE THE BUILDING.

IN THE EVENT OF A FIRE:

- If you should discover or have a fire reported to you, you must first of all: **SOUND THE ALARM**
- Evacuate the building immediately.
- Leave all personal belongings, coats, bags etc.
- Anyone using a gas or electrical appliance must turn them off before leaving the building.
- Close all doors behind you as you leave the building.
- If safe to do so cook must meet the babies and children evacuating the mini monkeys playroom from the back garden door.
- All staff and children must meet at the assembly point (bottom of the garden). The Manager or Deputy will call the register.
- Only when the all clear is given may you may re-enter the building.

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the manager of your location and identity of the children and other adults with you.

This procedure was adopted on:

July 2018

Signed on behalf of the nursery:

Laura Fradsham

Date for review:

July 2019
