



# Little Monkeys Day Nursery & Pre School

## Pre School Room Emergency Procedure

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

**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**
- You must then alert the Manager or Deputy to the fire, they will contact the Fire Brigade.
- Evacuate the building immediately. Escort the children in a calm, orderly manner to the nearest exit. **DO NOT RUN**. Leave all personal belongings, coats, bags etc.
- Room Supervisor to collect register, phone and fire file on way out.
- Close all doors behind you as you leave the building.
- The Manager or Deputy will check the toilets and the rest of the building before leaving.
- 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 any other adults with you.

This policy was adopted on:

February 2018

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Signed on behalf of the nursery:

Laura Fradsham (Owner/Manager)

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Date for review:

February 2019

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