

EARLY YEARS FOUNDATION STAGE EMERGENCY EVACUATION POLICY

In the event of a serious emergency which requires all adults and children to evacuate the premises and seek shelter elsewhere, the following procedures will apply:

- The fire alarm will sound.
- All staff and visitors to follow normal fire evacuation procedures to the two agreed muster points.
 - Elm, Hazel and Catering evacuate and gather in the area next to the bins in the top car park.
 - Willow, Blossom, Maple, Birch, Pine, Acorns and Admin walk to the far end of the tennis courts to line up by the far gate.
- Each room is issued with a green Emergency Evacuation bag which the Fire Warden must bring with them, if safe to do so, in event of an emergency.
- During lunch in the dining room Pine and Acorns exit via the main doors and assemble by the bins in the top car park. This will be communicated to the Main Assembly Point.
- Room registers, the visitors and staff sign-in books will be checked and reported to either the Deputy Head Wellbeing & EYFS or the Nursery Manager.
- If weather is inclement, each child to be issued with a silver survival blanket from the green Emergency Evacuation bag.
- Each group will be joined by a senior member of staff Deputy Head Wellbeing & EYFS, Nursery Manager, or Deputy Nursery Manager.
- Children and staff only re-enter buildings on instruction of the Deputy Head Wellbeing & EYFS, the Nursery Manager, or Deputy Nursery Manager.
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If it is not possible to return safely to the buildings, the following action will be taken:

Willow, Blossom, Maple, Birch, Pine, Acorns and Admin

Rear gate in tennis courts to be opened (padlock code 1929) and all adults and children walk through the Barn Theatre car park, left onto Bluehouse Lane and left immediately again into Oxted School, where shelter will be provided until it is safe to return or children are collected by parents.

Elm, Hazel and Catering

Cross the car park and down drive, turning right into All Saints Church car park and into the church itself, where shelter will be provided until it is safe to return or children are collected by parents.