

## EARLY YEARS FOUNDATION STAGE EMERGENCY EVACUATION POLICY

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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.
  - Upper Robins and Fledglings 1 evacuate and gather in the area next to the bins in the top car park.
  - Fledglings 2, Lower Robins, Skylarks and Oak Reception to 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 Oak Reception and Skylarks to 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 Assistant Head, with responsibility for Early Years 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 (Assistant Head, with responsibility for Early Years, Nursery Manager, or Deputy Nursery Manager).
- Children and staff only to re-enter buildings on instruction of the Assistant Head, with responsibility of Early Years, the Nursery Manager, or Deputy Nursery Manager. The Nursery & Early Years Outings phone will be taken to the muster point for use in event of emergency.

If it is not possible to return safely to the buildings, the following action will be taken:

### **Fledglings 2, Lower Robins, Skylarks and Oak Reception**

Rear gate in tennis courts to be opened (padlock code 1929) and all adults and children to 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.

### **Upper Robins and Fledglings 1**

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.

