



## Riverbank Nursery Emergency Evacuation Policy

In the event of an emergency requiring immediate evacuation of the buildings, the following procedure should be followed:

### **Raise the alarm by switching on the bell**

Evacuate adults/children in an orderly manner as soon as the alarm is raised, through the exit furthest from the danger. Close doors behind you. Nursery class should leave by the main Nursery entrance. Children in the Nursery garden will leave the garden by the gate. They should not re-enter the Nursery. **Do not stop to put on shoes/coats etc.**

Class teachers to take paper copy of register with them as they exit the building. Nursery staff will take Sign in sheets.

All adults/children will assemble as indicated on instructions in classrooms. Nursery class should assemble on the grass in the playground.

One member of staff to check roll whilst another contacts the fire brigade (in case of a genuine emergency).

If anyone is unaccounted for the building should be checked, if possible by a member of staff.

Small fires may be attacked with extinguishers, by members of staff, providing they do not put themselves at risk to do so.

Staff should ensure they are familiar with the operation of the extinguishers in school.

Periodically, and without warning, the janitor will institute a fire drill. Staff and children must respond immediately as indicated above.