



EMERGENCY EVACUATION PROCEDURE

In the event of an evacuation or discovering a fire.

1. Raise the Alarm- BLOW THE FIRE WHISTLE

The whistles are allocated in the **big room** hanging on the heating thermostat next to the arch way that leads into the conservatory **Toddler Room** hanging on the main door frame that leads into the hallway

Baby Room – By the back door

Or you can listen for the smoke alarm.

2. Immediately evacuate the building- taking all children out of the nearest & safest fire exit

3. Take all children to the named meeting point

During practice sessions this will be the main garden along the fence, away from the building. **In A Real Incident it would be at the church next door. If for any reason we were unable to get back into the nursery and the church is closed we will go over the road to the Moor Lane Centre (Big White building across the road, in front of the traffic lights)**

The rooms named member of staff to collect a tablet
Named fire warden to take contact cards, staff signing in and out book, nursery phone mobile and to check all rooms, close all doors behind them.

PHONE EMERGENCY SERVICES

DIAL 999 AND ASK FOR FIRE SERVICE

The nursery address is PLAYTIME DAY NURSERY CHURCH

RISE, CHESSINGTON, KT9 2HA

TELEPHONE NUMBER 020 8397 2800

Nearest Fire Exits

Baby Room – Baby Room Garden Door

Toddler Room- Nursery Front Entrance Door/the conservatory door

Pre-school- Conservatory Door/Office or go through to the toddler room