

Wanborough Playgroup

Registered Charity Number 1026150

Ofsted Registration Number: 109096

Telephone Number: 790428

www.wanboroughplaygroup.org.uk Email: wanboroughplaygroup@hotmail.co.uk



Emergency Action Procedure

In the event of the evacuation of the building, the following will be implemented by staff:

- Evacuation whistle blown 3 times (whistle stored on handle of trolley on stage)
- Children and adults stand still and await instruction
- Children and adults to proceed to exit as designated by leader of emergency procedure.
- Staff member to check kitchen/chair lobby area
- Staff member to check toilets
- Staff member to pick up register, Personal Record Form Folder, Key for gate, phone and any medical bag from peg on craft cupboard door
- All children and adults to exit together (Kym to exit via the kitchen fire exit or main door if not safe to exit out of kitchen)
- Children and adults **must not** stop to pick up personal belongings
- All children and adults to walk to fire point (by swings in recreation field)
- Register is taken and children counted
- Emergency Services called
- Parents called and informed

If necessary children will be taken to Wanborough Primary School for safety