

# Wanborough Playgroup

Registered Charity Number 1026150



## Emergency Action Procedure

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

- Evacuation whistle blown 3 times
- 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, emergency bag and telephone
- All children and adults to exit together
- 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**