



## Ditton Church Pre School Emergency Evacuation Procedure

In the event of an emergency evacuation a whistle will be blown and all children and staff should evacuate the building by the nearest FIRE EXIT.

Fire Exits are:

1. Out through the main church centre door and through the double doors
2. Out through main door in hall or from garden and use side gate

The congregation point for everyone is - **THE CAR PARK OF DITTON JUNIOR SCHOOL**

**(the far end of the car park, by the heritage centre)**

The member of staff on **Register Duty** is responsible for checking all rooms, toilets, Golding Room and Office before evacuating the building.

The person in charge on the day is responsible for collecting the register, emergency forms, phone and alerting garden staff of fire.

The member of staff on garden duty should guide children who are in the garden to the fire exit and then should check every area of the garden.

**This procedure was approved by the:**

Ditton Church Pre-School Management Committee

**Date:**

June 2025

**Signed on behalf of the Management Committee:**

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**Role of signatory:**

Chair of Management Committee

**Next review date:**

June 2027