

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 member of staff on **Register Duty** is responsible for checking all rooms, toilets, Golding Room, Office and ensuring Sandie Thomas is alerted 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 policy was approved by the: Ditton Church Pre-School Management Committee

Date: June 2021

Signed on behalf of the Management Committee:

Role of signatory: Chair of Management Committee

Next review date: June 2023