Emergency evacuation procedure

- Children know that when the fire alarm goes off they line up at the entrance door located next to the cloakroom.
- All the children, staff and parents know where the fire exits are.
- children are led from the building to the assembly point, which is outside in the playground.
- children will be accounted for by calling a register by our manager.
- Children are escorted outside as quick as possible.
- The manager/school secretary calls the emergency services in the event of a real fire.
- Parents are contacted.