



## Kingsdown Pre-school Emergency Evacuation Procedure

- In the event of fire, or other emergency requiring evacuation, the alarm will be raised
- Exit from the building will be via the main door, or the fire door
- The supervisor aided by other staff will evacuate the children to a safe area away from the building at the bottom of the playground and a register will be called including children, staff and visitors
- The supervisor will direct a member of staff (ideally this will be the deputy supervisor) to check the toilets, kitchen area and toy cupboard before they leave the building
- The deputy supervisor will bring the mobile telephone and contact the fire service on 999 giving the pre-school address:

St John's Village Hall  
Upper Street  
Kingsdown  
Kent CT14 8BJ  
Mobile phone: 07968 263185

- The supervisor will bring the register, folder with children's contact details, first aid bag, individual children's medication wallets and visitor book
- No one will return to inside the building until directed by the fire service
- In the event of the hall being inaccessible due to fire or other emergency, special arrangements have been set up with Kingsdown and Ringwould Primary School, Glen Road, Kingsdown. The children would be taken by pre-school staff to the school and parents/carers will be contacted to collect from there.  
Contact number 01304 373734
- Emergency evacuations will be practised at least once every term and recorded in the fire log

This procedure will be reviewed annually or sooner if needed.

This procedure was reviewed by pre-school on 7.4.22

Signed on behalf of the pre-school A.Bridges  
Chairperson of Kingsdown Pre-school Committee