



FOREST VILLAGE KINDERGARTEN

Emergency and Evacuation Policy

Forest Village Kindergarten is committed to providing safety measure for all the individuals within the building. In order to keep the children, carer and staff at Kinderland Forest safe we have developed the following procedure to evacuate the setting in the event of an emergency.

This may be as a result of a fire, flooding, gas leak etc.

The children will regularly practice the evacuation procedure, so they will not be alarmed in the event of the situation being real. Practices will be carried out on different days of the week to ensure all children practice and the details recorded in the evacuation log. This will include:

- Sound the alarm.
- Line up at door.
- Evacuate the children using the safest and nearest exit available
- Assemble at the assembly point.
- Contact the emergency services.
- Attendance
- Comfort and reassure the children.
- Arrange safe place for the children to stay until parents can collect them.
- Do not return to the building until the Emergency Services have declared it safe to do so.

Take:

- Attendance Record for the day.
- Contact numbers
- Mobile phone

In case of a bomb threat to my setting or a nearby setting the procedure will be to ring 999 and wait for instructions from the emergency services and only leave premises when instructed.

