

Evacuation procedure

Our fire drill procedure is carried out every 6 weeks and logged in our Fire log book.

In the event of needing to evacuate the building:

1. The alarm to be raised by anyone.
2. Anyone can ring 999, but notify the most senior member of staff in the building.
3. Use the nearest exit to lead calmly the children out to the car park.
4. Most senior member of staff to do final checks including toilets, kitchen, sensory room and office
5. Collect register/record of children and adults in the building
6. Collect contact telephone numbers of parents
7. If necessary, proceed to Harpole Primary School. If the school is closed, our meeting point will be The Turnpike pub.
8. If necessary, contact parents to arrange for collection

Do not leave children unattended.