

# Bambino Ltd

## Evacuation Procedure

Version	Date	Author	Comments
1.0	07/2008	Bambino Ltd	Initial release and adoption of policy
1.1	28/09/2011	Scott Roberts	Introduction of version control

# 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 the children out to the assembly point by the front gate in the playground.
4. Most senior member of staff to
  - do final checks including toilets, kitchen, sleep room and office.
  - collect register/record of children and adults in the building.
  - collect contact telephone numbers of parents.
5. If necessary, proceed to the Primary School. If the school is closed, our meeting point will be The Turnpike pub.
6. If necessary, contact parents to arrange for collection.

Do not leave children unattended.



