

The group's emergency fire procedure can be found in the annexe area of playgroup on the notice board near the kitchen and on the daily notice board in the foyer. All staff and volunteers working at the group will be trained in the procedures.

The fire drill is put into practice with the children at least twice a term and dates marked on the children's register signed by the staff or volunteer leading the drill. All children will become aware that the whistle may be blown at any time, by any person in the event of a fire/emergency. This may be put into practice more often, for example; when we have a high intake of children different times throughout the year.

A whistle and outside gate keys are carried by the supervising member of staff on their person whilst in the outside rear garden. A whistle is also carried by a supervising member of staff in the smaller room (known as the annexe).

On hearing the whistle, the person nearest to the signing in book will be responsible for collecting and passing the register to the responsible person (responsible person being the person who blows the whistle). All staff and volunteers will direct the children towards the person blowing the whistle. The children and staff will then walk to the nearest fire exit, the responsible person counting the children, staff and visitors as they walk through the door. The responsible person will know how many children, staff and visitors are in the building at each session. The responsible person will be the last person to leave the building and follow the others to the assembly point at the front car park and/or grass area.

The responsible person will take the registers to ensure all persons are present. One person will then leave to make a 999 call. No one will be admitted back into the building to retrieve anything or use firefighting equipment.

Bomb threat: In the event of a bomb the above will be adhered to, then staff and children will walk towards the far end of the Village once all accounted for.

Reverse Evacuation: There may be a time when a reverse evacuation (taking children back inside the building) may have to take place to keep children safe. For this procedure, we blow the whistle to bring children in from outside. Staff head count children in their areas to ensure no child has been left outside. We also make the children aware of strangers. 999 will be called if the need should arise.

Visitors to the group

A plan of the building, fire emergency procedures and exits are placed on the entrance notice board. We will ensure that all visitors to the group are made aware of all fire evacuation and reverse evacuation procedures on entry to the building.

This Emergency Evacuation and Reverse Emergency Evacuation Policy and Procedure for Wenvoe Playgroup CIO was passed for use

On: 18.12.2018

By: *Sandra Morgan* Position: Person In Charge

By: *Jody Skene* Position – RI – Management Committee

Review Date: September 2019 or if changes in practice/legislation