

# Mitchell Walk Playgroup

## Evacuation Plan

### Standard Routine Playgroup Evacuation

- On hearing the alarm, stop what you are doing immediately and stay CALM
- Walk to the main emergency exit
- The nearest member of staff should go to the main exit marked and confirm it opens. All staff should begin to line up children and visitors ready for immediate evacuation to our assembly point in the **playground of Woodside Junior School**.
- The supervisor will collect the emergency box, registration folder and mobile phone and begin evacuating Green Class after completing an initial head count.
- The duty supervisor will check the toilets, store cupboards, role play areas, kitchen, store room, if safe to do so.
- On evacuation we go directly to the gate adjoining Woodside Junior School playground, open the combination lock and wait in the playground.
- Once at assembly point the supervisor will call the children's attendance register, staff and visitors log.
- The staff will reassure the children and wait for the headteacher of Henry Allen Nursery School to let them know that it is safe to return, if appropriate.

This Evacuation Procedure was adopted at a meeting of Mitchell Walk Playgroup held on

Date:

Signed on behalf of the Mitchell Walk Playgroup Management Committee:

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Name: .....

Role: .....

To be reviewed on (date):

This Evacuation Procedure was reviewed / updated on

Date:

Signed on behalf of the Mitchell Walk Playgroup Management Committee:

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Name: .....

Role: .....

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