



Early Learning and Childcare Centre

EVACUATION PROCEDURE

In the event of an incident creating a necessity to leave Ferryfield’s premises, the following Evacuation Procedure must be adhered to:

- Raise the ALARM by pressing the button on the smoke alarm. (There are 2 smoke alarms and a carbon monoxide alarm, these may go off automatically in an emergency).
- Calmly tell the children to stop what they are doing and to go to the hallway. Pick up Register.
- One adult should prop open the front door with the wedge and will immediately start evacuating the children out of the building by taking them down to the green sign.
- The other adults should calmly but firmly usher all other children to the front door and out in to the car park, down to the green meeting sign.
- If safe to do so one adult should remain behind to check all rooms for children left behind. This should be done thoroughly as some children may hide when panicked. The adult should shout information as they complete this, so that other adults are not duplicating checks unnecessarily .
- At the green sign the register should be taken and all names should be called, including the adults.
- If required an adult should call the help of the professional Emergency Services by dialling either

999 for Fire, Ambulance or Police Services
 or 0845 600 8855 for the Scottish Water Emergency Helpline
 or 0800 111 999 for Gas Leaks
 when connected the message to give is:
 There is an emergency (give details) at Ferryfield Playgroup,
 Castlehill Community Centre,
 Cupar, KY15 4HA.

- If safe to re-enter the building, any missing children / adults should be looked for, or the details of any missing people should be given to the emergency professionals if it is not safe to re-enter the building.
- Children should be evacuated to the theatre block if possible or the Public Library if necessary. All parents / carers will be called and told where and when to collect their children.

Adopted by the Committee

Date

August 2016