**Emergency evacuation procedure**

* On discovering a fire, immediately sound the alarm.
* On hearing the alarm, all adults are to vacate the building immediately, ensuring that all the children in the room they are in and in any rooms that they pass through are vacated with them.
* The manager is to collect the attendance register.
* All adults and children are to make their way to the playground.
* Children are to be kept calm and sitting or standing still together.
* The manager is to call the register to check that all children and staff are accounted for.
* The nursery manager is to check that all rooms are vacated, shutting each door behind once satisfied that the room is empty.
* The fire brigade is to be called by mobile phone from outside the building.
* All staff and children to walk up to the Doctors surgery until safe to return.
* Staff or children must not re-enter the building until the fire brigade have said it is safe to do so.
* Where the evacuation was due to a practice, staff should wait for confirmation from the manager that it is not a real fire and for permission to return.

**Contacting parents**

* Contact details for parents/carers and emergency contacts are on the mobile.
* Contact details of the next of kin for all staff members and volunteers are on the mobile.