



Emergency Evacuation Procedure Colerne Preschool Limited

- Inform all staff and volunteers.
- Decide whether to use front or rear exit.
- Blow whistle loudly- 3 long blasts repeatedly.
- Assemble children by the chosen exit.
- Staff to collect Register, Child Registration Form Folder, Signing in Book and Phone.
- Keep Calm and count children and adults.
- Walk quickly to a position INSIDE the church gates with one adult at the Front and Rear and the rest positioned as appropriate.
- Call 999 and take Register and check numbers again.
- If staff numbers permit, and it is safe to do so, walk in an orderly fashion to Colerne Primary School and wait. One member of staff to wait and direct Emergency Services.
- If using route from back door to church gates, ensure all children stay on path and be vigilant regarding uneven ground levels and unstable headstones.