



Seacourt Road, Thamesmead, London, SE2 9XB  
Email: [toddleswood@outlook.com](mailto:toddleswood@outlook.com)  
Website: [www.toddleswood.co.uk](http://www.toddleswood.co.uk)  
Telephone: 020 8320 1900 or 07572344567

## **EMERGENCY**

# **EVACUATION PROCEDURE**

We hold regular emergency evacuation drills so that the children and staff members know what to do when the alarm is sounded.

Please note that once your child has passed through the main entrance pick-up/drop off point they are in our care. If the alarm sounds at this time, they will be escorted to the assembly point via the nearest/safest exit by a member of Toddles staff. Please do not enter the building to collect your child or call them to join you.

All persons present in the main building at the time the alarm is sounded will be escorted by Toddles staff members to the assembly point, which is located on the Willowbank Primary School field by the school playground.

All assembly points are visually mapped and displayed in and around the premises and within the classrooms next to the emergency exits.

If at any time you discover an emergency, please tell either a member of Toddles or Willowbank Primary staff immediately and/or raise the alarm at the nearest alarm call point and then leave the building by the nearest/safest emergency exit and go to the assembly point.

Toddles staff, and/or volunteers will guide the children to the nearest safe emergency exit and escort them to the assembly point.

The most senior member of room staff will collect the room session bag containing the register, children's emergency contact records and any children's medication on site, along with the first aid kit and the room mobile phone. Other members of staff at this point will calmly line the children up as quickly as possible ready for the most senior member of staff to lead the children out.

The sessional manager will check all classrooms are empty, the kitchen, communal toilets, Toddles office and corridor to ensure everyone has left the building and then close all doors and proceed to join the children, other staff members, visitors or volunteers at the assembly point.

Once everyone has assembled at the designated assembly point a head count will be completed and the register will be taken, a member of Toddles staff will then inform the school that all Toddles children, staff, visitors and volunteers have been evacuated.

The sessional manager will follow the procedures required by the premise's manager/head teacher of Willowbank Primary School.

In a drill situation the children will be led back to their classroom by Toddles staff where we then explain to the children what has happened.

Each time the fire alarm is sounded we reflect and evaluate how the emergency evacuation went and how the children managed. Each evacuation is timed to ensure we always exit the building in a timely manner, these measures are in place to ensure that in the event of a real emergency children and staff are well prepared.

All emergency evacuation drills are recorded in the back of each room's registers.

In the event of a real emergency evacuation parents/carers will be contacted and asked to collect their children from the assembly point or a place of safety. If parents/carers cannot be contacted all emergency contact numbers given by the parents/carers will then be contacted. If no emergency contacts can be contacted the child/ren will remain with Toddles staff members until they are collected.