



Fire Evacuation Plan

Aim

To safely evacuate all children, staff and visitors from the ELC to the Muster site at Stow Health Centre.

- Staff indoors will escort all children out the main entrance door in a calm and orderly way.
- Early Years Officer (EYO) will get register and medication and sweep room to ensure all evacuated.
- Once outside the children will meet those who are in the outdoor area (at the garden gate) and be quickly put into pairs, staff should carry out an initial head count.
- Leave the ELC garden using the gate on the left-hand side of the garden nearest the car park. One member of staff at the front of the line one at the back.
- Children will be escorted along the footpath and down into the Health centre carpark.
- Children will be reassured and supported to line up at the muster site.
- The EYO will take the register and signal with a raised clip board that all children/staff/visitors are accounted for.
- In the event that somebody is missing the EYO will alert Magda Robertson or Raymond Hume ASAP.