

Forest Kindergarten Ltd – Hosey Common

Emergency Evacuation Procedures

In case of fire

Stage One:

If a fire spreads or becomes out of control and attempts to extinguish it have failed, the Manager or member of staff will shout “Fire”. Upon hearing this, all adults and children should immediately stop what they are doing, leave any tools, resources or belongings, and follow instructions given by the Manager (i.e., “walk to ‘name’/ place” or “walk to me”) guided by supporting adults.

Stage Two:

Staff will account for the presence of all children and adults, and assemble the group, ready to evacuate. The evacuation area will be the car parking area on the grass, away from the woods.

Stage Three:

A final head count will be made, and upon all children and adults being present, evacuation will begin immediately, taking the safest (not necessarily the quickest) route. Adults will lead the group swiftly, with the Manager leading and an assistant following behind the last child. The Fire brigade will be called en route. Arrangements will be made for children to be collected once at the car parking area. Staff will remain with the group until the last child has been collected.

In case of strong winds:

A member of staff will call the group together by their group name. The group shall meet in the log circle, staff will headcount all children and adults, and then shall guide everybody out of the woods to the assembly area on the car parking area of the grass, outside of the woods; where there will be no danger of falling branches.

Site address

Hosey Common Car park, Hosey Common Road, Westerham, TN16 1PL.

What 3 words location: change.cute.film

Emergency contact - Manager Caroline Watts 07718896919

Next steps

- Call parents for early collection of children if necessary.
- Contact setting manager if not present once children and staff are safe
- Complete incident report.