**Ladybirds Parkside – Emergency/Evacuation Procedures**

**On discovery of a fire or emergency that requires evacuation a whistle will be sounded and/or announcement – EMERGENCY EVACUATION – sounded on the walkie talkies**

**Immediate evacuation will take place, leaving the building to the garden, heading through the double gates adjacent to the Little Ladybirds Garden and assembling in the rear outdoor area (1st evacuation point) DO NOT STOP TO COLLECT BELONGINGS OR PUT ON COATS, SHOES ETC. DO NOT ENTER THE BUILDING IF YOU ARE OUTSIDE – PROCEED TO EVACUATION POINT**

**The following will be collected en route: setting mobile phone (manager/deputy), evacuation bag (manager/deputy), any available tablet/devices (all staff), register (manager/deputy), any emergency medication (manager deputy), first aid kits (all staff), setting keys (all staff)**

**Children will be lined up, register taken and all children and adults accounted for. If necessary, emergency services will be called using mobile phone.**

**Further actions will be agreed at this point: if necessary, group will move to evacuation point 2 – children’s play park. Staff will be allocated to groups of children and tasks. Once group is safe, calls will be made for emergency collection of children.**

**If deemed safe or confirmed practice, children will be congratulated, reassured and led back into the building where needs will be assessed and met. Attendance will be recorded and a review of procedures carried out by Health and Safety Coordinator and Manager/Deputy.**

**Evacuation point 3 – Ludlow Infant Academy – this will be used in the event of significant danger that requires further distance for safety. A call will be made en route to inform the school of our imminent arrival. Children will be walked using a walking rope to ensure safety and staff allocated to points along the line of children. Adults will walk roadside and children inside the walking rope.**

**In the case of immediate or imminent danger from persons entering the hall site LOCK DOWN procedures will be followed.**