

White Rock Pre-School

Evacuation - POLICY

In the event of an emergency, leading to the evacuation of the Pre-School for example a fire or a bomb scare, the Pre-School will:

- Use the emergency whistle.
- Instruct staff and children to line up by the door.
- The Pre-School Manager/ Supervisor will collect the Register containing parents'/ carers' contact details.
- Walk the children down the path and over to the concrete area.
- Take the Register and wait for advice from the Emergency Services.
- Contact children's parents/carers for children to be collected. If parents/ guardians are unable to be contacted, the Pre-School staff will care for the child until the normal collection time.

In the event of parents or carers being unable to collect their child due to the emergency, the Pre-School will refer to their Collection Policy.