

WHAT TO DO IN THE EVENT OF AN EMERGENCY

If you discover a fire, or any other emergency requiring immediate evacuation of the building, tell **Yvonne Parfett** or **Mandy Wessels** who will then blow the whistle with long blasts.

Upon hearing the whistle, the children will assemble with **the person who is blowing the whistle**. This person will ensure that the children are led safely out of the building.

Register to be picked up by **Mandy Wessels** (Monday, Wednesday and Thursday) or **Nicci Smith** (Tuesday) who will be responsible for checking off the names once the building is evacuated.

Vikki Pearce is responsible for checking all areas for any adults or children who may not have heard the whistle.

All other adults (including **parents**) are to leave with the children and assemble on the lawn at the front of the Church. Once outside, they will ensure children are still and quiet and listening for their name to be called.

A member of staff will alert the Fire Brigade.

Children to be encouraged to **walk, NOT run**, because of the danger associated with running.

For fire practice, the children are to return inside walking in twos led by **the person who blew the whistle**.

The person with the register will be the last person to return into the building to ensure that everyone is safely back inside.

A record is to be kept of the date and time that the fire drill was carried out, the length of time taken from when the whistle was blown to when the register was completed and any problems which arose during the drill.

If the building needs to be evacuated, the children will be taken to a local venue and parents will be telephoned to collect the children from there.

WHAT TO DO IN THE EVENT OF AN EMERGENCY

A guide for Parents

If you discover a fire, or any other emergency requiring immediate evacuation of the building, tell **Yvonne Parfett** or, in her absence the person in charge who will then blow the whistle with long blasts.

All parents are to leave with the children and assemble on the lawn at the front of the Church. Once outside, please encourage the children to be still and quiet; and to listen for their name to be called.

Children to be told to **walk, NOT run**, because of the danger associated with running.