

Monty's Daycare Visitor Evacuation Process

- If you detect a fire immediately sound the alarm using the nearest break glass unit and inform a member of staff.
- Do not put yourself at risk- do not attempt to tackle the fire.
- Upon hearing the alarm, follow the instructions of the nearest member of staff who will direct you out of the building via the nearest safe fire exit.
- Do not stop to collect personal belongings.
- Do not try to find another member of your party.
- All visitors will be taken or directed to the Fire Assembly Point to meet up where a head count will be done.
- Make your way to the assembly point by the woodland car park; follow the signs to the designated area.
- Await further instruction from the Fire warden.
- Do not attempt to re-enter the building without permission.

*This policy was revised at a meeting on 1st September 2014. Emma Taylor (Nursery Manager) and Kerry Allen (Deputy Manager) were present.
(Policy and procedure to be revised in the month of July 2015).*