

Linton Granta Playgroup

Evacuation Plan Playroom 1

Standard Routine Playgroup Evacuation

- On hearing the alarm, stop what you are doing immediately and stay CALM
- Walk to the main emergency exit
- The nearest member of staff should go to the exit marked “In an emergency we make our train here” and confirm it opens. All staff should begin to line up children and visitors ready for immediate evacuation to our assembly point at **the field in front of the college**
- The deputy will collect the emergency box, red signing in folder and mobile phone and begin evacuating the building after completing an initial head count.
- The duty manager will check the toilets, store cupboards, role play areas, kitchen, known hidey-holes and Playroom 2 if safe to do so.
- On evacuation, we follow the path along the drive way outside Granta School.
- Once at assembly point the deputy will call the children’s attendance register, staff and visitors log.
- The staff will reassure the children.

Evacuation Plan Playroom 2

Standard Routine Toddler Group Evacuation

- On hearing the alarm, stop what you are doing immediately and stay CALM
- Walk to the main emergency exit
- The **nearest adult** should go to the exit marked “In an emergency we make our train here” and confirm it opens. Then begin to line up children and adults ready for immediate evacuation to our assembly point at **the field in front of the college**
- Do NOT STOP to collect anything other than your children if it is safe to do so.
- The session organiser will collect the green signing in folder and begin evacuating the building
- The playgroup duty leader will check the toilets, store cupboards, role play areas, kitchen and Playroom 2 if safe to do so.
- On evacuation, we follow the path along the drive way outside Granta School.
- Once at assembly point the organiser will call the register

Contacting the Emergency Services

The playgroup manager, duty manager or session organiser will contact the emergency services by ringing 999 or 112 from the playgroup mobile. If there is no signal then get help from the Sports Centre Reception immediately
Site details:

Linton Granta Playgroup
The Portacabin
Linton Village College Site,
Cambridge Road
Linton
CB21 4JB