



Title	Fire Safety and Emergency Evacuation Plan
Code	LGPGOH&SFSEP
Author	J.Tossi, Updated by V Webb
Version	002
To be renewed on	November 2010
Setting Details	Linton Granta Playgroup and Toddlers Linton Village College, Cambridge Road, Linton, Cambridge, CB21 4JB Tel. 07806 744 864 Email: info@lintongrantaplaygroup.org.uk

Evacuation Plan

Standard Routine Playgroup Evacuation

On hearing the alarm, a continuous ringing and flashing light, stop what you are doing immediately and stay CALM

The nearest member of staff should go to the fire exit and confirm the door opens. The emergency exits are marked “**In an emergency we make our train here**”

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 trolley, register and visitor’s signing in folder and mobile phone and begin evacuating the building after completing an initial head count.

The leader of the setting on the day will check the toilets, store cupboards, role play areas, kitchen, known hidey-holes and playroom(s) and outdoor play areas if safe to do so.

On evacuation, we go down the steps, along the back of music block, through the car park onto the main drive, then onto the field.

Once at assembly point on the main field the deputy will call the children’s attendance register, staff and visitors log.

The staff will reassure the children and await further instruction.

Contacting Emergency Services

Once at assembly point the Deputy or Duty Leader will call the register and may contact the emergency services by ringing 999 or 112 from the playgroup mobile if not done so by Linton Village College personnel

Site details:

**Linton Granta Playgroup
Newton Block
Linton Village College Campus,
Cambridge Road
Linton
CB21 4JB**

This policy was adopted at a meeting of Linton Granta Playgroup		
Held on	10 th November 2009	
Date to be reviewed	November 2010	
	First signatory	Second Signatory
Signed on behalf of the Management committee		
Name of signatory	Vanessa Webb	Alison Livermore
Role of signatory	Chair	Secretary