



Title	Fire Safety and Emergency Evacuation Plan
Code	LGPGOH&SFSEP
Author	J.Tossi, Updated by V Webb
Version	7
To be reviewed on	March 2020
Setting Details	Linton Granta Playgroup and Toddlers, The Activity Room, 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, stop what you are doing immediately and stay CALM.

The nearest member of staff will go to the verandah door fire exit and confirm the door opens. The emergency exit is marked "**Line up here in an emergency**".

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 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. The deputy will also collect the buggy.

The leader will collect the emergency bag, doughnut line, register, visitor's signing in folder (if appropriate) and mobile phone, then begins evacuating the building leading children/adults out of the building and down the steps to behind the music block, then will complete a head count once everyone has walked down the steps. Children will then be put on the doughnut line. We will then walk along the back of music block, past the mobile classrooms/car park/ bike sheds onto the main drive, then onto the field.

Once at the assembly point on the main field the Leader 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
Activity Room, Newton Block
Linton Village College Campus,
Cambridge Road
Linton CB21 4JB**

Tel: 07806 744864

Toddler Group – Room 2 Emergency Evacuation Procedure.

If a Toddler Group is being held in room 2 the Toddler Group Leader will be responsible for organising evacuation of carers/parents and their children.

The Toddler Group leader will collect the signing in register and lead carers/parents and children from room 2 to Room 1 to assemble with playgroup staff. Carers/Parents must not collect their belongings or buggies.

The Toddler Group Leader or assistant will check the toilets outside the entrance whilst an assistant waits at the security door to let the Toddler Group Leader or assistant in.

The Toddler Group will then follow the Toddler Leader through the fire doors, onto the veranda, and go down the steps, along the back of music block, past the mobile classrooms/car park/ bike sheds onto the main drive, then onto the field.

The Toddler Group will assemble with the Playgroup at the assembly point on the main field the Toddler Group Leader will call the signing in register to ensure the toddler group has evacuated safely. Any absences should be reported immediately to the Playgroup Leader.

The Toddler Group Leader will await further instruction as to when it is safe to return to the building from the Playgroup leader.

This policy was adopted at a meeting of Linton Granta Playgroup			
Held on			
Date to be reviewed			
Signed on behalf of the Management committee	First signatory	Second Signatory	Approved By
Name of signatory			
Role of signatory	Chair	Secretary	Policy Co-Ordinator