



Emergency In-Evacuation Plan

- On discovering an incident that requires all persons to be brought into the building for their safety you blow a whistle 3 times, **WHISTLES** are located next to the back exit doors; in the Main Hall, Kitchen and the Small Hall (Lead Practitioners are advised to wear a whistle on their lanyards).
- If a **WHISTLE** sounds the **LEAD PRACTITIONER** will instruct a staff member to make an EMERGENCY 999 call if appropriate (They can use the code 'Call the trustees' if this is appropriate) and lead all staff and children, quickly and calmly into the building and to the safest room, usually the Small Hall.
- The **SESSION DEPUTY FIRE SAFETY OFFICER** will collect the Child Register that includes Staff in for the session and report to the LEAD PRACTITIONER.
- The **SESSION FIRE SAFETY OFFICER** will check all areas of the garden and building, including toilets, to confirm all persons are safely in the building and instruct any available staff close and lock all windows and doors from the inside, if it is safe to do so and then report to the LEAD PRACTITIONER.
- Children will be instructed to sit down and an age appropriate description of why an in-evacuation has been completed will be given.
- The LEAD PRACTITIONER will complete a roll call using the register to ensure all persons are accounted for.
- All adults and children should wait in this safe area until the Lead Practitioner/The Police Service have declared that it is safe to go back outside.
- Should there be a long delay Parents/carers will be contacted and updated on the situation

Also see: [Emergency Evacuation and Closure Procedure](#)

Review Date: 30th April 2026