

### **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 during the month of January 2019. Kerry Allen (Nursery Manager) and Naomi Washer (Deputy Manager) were present.  
(Policy and procedure to be revised in the month of January 2020, Spring term).*