

# Wenvoe Playgroup CIO

## Emergency Evacuation and Reverse Evacuation Procedure

### To be read in conjunction with the Emergency Policy.

Here at Wenvoe Playgroup we aim to keep the children in our care as safe as reasonably possible. The group's emergency procedure can be found in the small playroom, on the notice board near the children's daily rota list and on the notice board in the foyer. All staff and volunteers working at the group will be trained in the procedures.

The emergency evacuation is put into practice with the children at least twice a term and recorded. All children will become aware that the whistle may be blown at any time, by any person in the event of an emergency. This may be put into practice more often, for example; when we have a high intake of children different times throughout the year.

All practice evacuation drills are to be recorded and evaluated by staff members, responsible to the drill.

**A whistle and outside gate keys are carried by a supervising member of staff whilst in the hall and/or outside rear garden.**

**On hearing the whistle, the person nearest to the children's signing in book & visitors book, will proceed to the whistle with the books.**

**The person nearest the children's contract file and mobile phone will proceed with these.**

All staff and volunteers will direct the children towards the person responsible for blowing the whistle. The children and staff will then walk to the nearest fire exit, the responsible person, counting the children, staff and visitors as they walk through the door. The responsible person will know how many children, staff and visitors are in the building at each session. The responsible person will be the last person to leave the building and follow the others to the assembly point at the front car park and/or grass area.

The responsible person will take registers to ensure all persons are present. The staff member with the mobile phone will phone 999. No one will be admitted back into the building to retrieve anything or to use firefighting equipment.

**Bomb threat:** In the event of a bomb threat, the above will be adhered to, however, staff and children will walk towards the far end of the Villag, towards the Beefeater, once head counted.

**Reverse Evacuation:** There may be a time when a reverse evacuation (taking children back inside the building) may have to take place, to keep children safe. For this procedure, we blow the whistle to bring children in from outside. Staff head count children in their areas to ensure no child has been left outside. We also make the children aware of strangers. 999 will be called if the need should arise.

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#### **Visitors to the group**

All visitors to the group sign in with their time of arrival and on leaving, a note will be made of their departure time.

A plan of the building, fire emergency procedures and exits are placed on the entrance notice board. We will ensure that all visitors to the group are made aware of all fire evacuation and reverse evacuation procedures on entry to the building.

Where an evacuation has taken place, a full account of the evacuation is to be written up and placed on the Health and Safety File by the PIC. Where children's welfare is at risk, then CIW will be notified via the online portal.

This Emergency Evacuation and Reverse Emergency Evacuation Procedure for Wenvoe Playgroup CIO was passed for use

On: 17/11/25 reviewed (no change)

By: *Sandra Morgan* Position: RI/Person In Charge

Review Date: Annually or if changes in practice/legislation