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## **EMERGENCY EVACUATION PROCEDURE**

In the event of an emergency evacuation, staff, children, visitors and parents should always:

- Inform a senior staff member and raise the alarm.
- Staff should then proceed to remove all children from their designated areas in calm manner.
- Leave through the nearest exit.
- Assemble all the children in the main playground, as practiced in the fire drill.
- Check all buildings and contact the emergency services.
- Assess the situation before taking any further action.
- Take the register.
- Always remain calm
- Ensure all evacuations and practices are written up in the fire drill book

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