



Chestnuts Pre School Nursery

Emergency Drill

On hearing the whistle, remain calm.

All children are to be guided to the assembly point (car park gate).

During the drill, staff will carry out the following duties:

Early Years Practitioners are to collect rope from hatchway and lead children through the garden to the gate, ensuring all children are holding on to rope and out to the car park

Deputy Manager is to collect register, record folder and mobile phone from hatch. Head count the children out of the building. Call 999 from the assembly point.

Manager is to check corridor, toilets, office and kitchen. Alert all other building users. Collect first aid kit.

Parents, volunteers and other building users should exit the building with the children, supporting staff where necessary. At the assembly point, the **Deputy or the Manager** is to check children against register.

The **Deputy or Manager** are to call parents and carers or emergency contact numbers and wait with children until the emergency services allow entry to the building or parents collect children.

When calling the emergency services make sure that you inform them that we are;

Chestnuts Pre-School
Salvation Army Hall
May Road
Twickenham
TW2 6QP

Tel: 020 8898 5748