

## **Chestnuts TW1 Nursery Emergency Evacuation Procedure**

**Alarm raised by blowing a whistle.**

**Staff to lead children through the garden gate to the car park.**

**Any other adults should support staff.**

**Manager: Check toilets and kitchen and collect emergency bag.**

**Deputy: collect register, signing in sheet, and mobile phone.**

**Manager: check register & signing in sheet.**

**Deputy & Staff: call parents or emergency contacts.**

**Wait with the children until either the emergency services allow re-entry to the building or parents collect children.**

**Chestnuts TW1 Nursery, 22 Stafford Road, Twickenham, TW1 3AE,  
020 8892 0011**