

**EMERGENCY EVACUATION PROCEDURE**

All staff at Chafford Tutoring Hub must ensure that:

-Staff have received basic fire safety training

-All fire exit doors are unlocked and kept free from any obstacles

-All corridors and doorways are kept free from any obstruction

-All staff are familiar with the location of all fire alarm points and the evacuation procedure

In the event of discovering a fire or any other reason for an emergency evacuation;

-Always stay calm

-Sound the alarm

-Walk (do not run)

-Staff will lead children onto the stair landing and proceed to the ground floor and make our way to our assembly point at the car park

-Where possible, emergency contact details of children and staff, the register and a mobile phone should be taken

-Registers will be called at our assembly point

-Staff will check the premises including the toilets if it is safe to do so to make sure that there is no one left behind

-Call 999 giving clear details of the situation (including number of children, staff, visitors and possible impact)