



Round and Round the Gardens Childcare

... the natural choice for your child.

Jack Temple Building . Pyrford Road . Pyrford . Surrey . GU22 8UQ
01932 355322

Fire Evacuation & Emergency Procedure

Our MUSTER POINT is: the footpath in
between the main labyrinth field and the paddock

On discovering a fire, or if emergency evacuation of the building is required, the following procedure applies:

- RAISE THE ALARM (by shouting FIRE, FIRE, FIRE!).
- (If you are a 'fire buddy', locate your adult/child and evacuate the building immediately)
- Remaining staff to take registers, and leave the building, escorting all adults and children to the muster point
- Day-to-day Manager to check the building is empty, note where any smoke/flames are located; taking into account personal safety and take record forms, mobile 'phone' outside.
- When everyone outside, Day-to-day Manager to note location of any external visible smoke, then when it's safe to do so, contact the fire brigade/police by dialling 999.

NB: Fire Brigade will only attend when smoke/flames have been seen (could be a false alarm)

Our address is:

**Round and Round the Gardens Childcare
Jack Temple Building
Pyrford Road
Pyrford
Woking
Surrey GU22 8UQ**

**Our telephone
number is:**

01932 355322