**THORNGUMBALD PRESCHOOL**

**8.5 (b) Evacuation in the event of either an internal or external threat**

In the event of an internal or external threat to either the children or adults, our first priority is the safety and well-being of all.

If there is an incident involving a known or unknown person or persons at the point of entry to the building, the person opening the door should notify the Manager immediately who will endeavour to secure the main door. At the same time, usually the Deputy Manager, will guide all remain staff and the children into the small classroom, taking the mobile phone and register with them. The doors to the classroom should be locked down and the serving hatch closed. The police should be notified immediately.

Should there be an external threat to safety - extreme weather, fire, flooding, gas escape etc the children will be led by the appropriate number of adults to the Camerton public house where a register will be taken. Every effort will be made to contact parent/carers to collect their children as soon as possible.

During any such incident, all staff will remain calm and professional at all times.

02/09/2021

*This document replaces policy adopted: 13/06/2018*