



8.5.3 Emergency Evacuation Procedure (Non-Fire)

This procedure should be followed if the building must be evacuated for reasons other than fire, for example:

- Serious structural damage
- Flooding in the building
- Utility failure (gas, electricity etc.)
- Noxious or hazardous substances

If We Need to Evacuate the Building:

1. Any staff member raises the alarm by blowing the whistle and shouting: “Evacuate the building.”
2. Evacuate children immediately using the nearest safe exit.
3. Teaching staff lead the children out.
4. Assistants check all rooms, toilets and corners if possible.
5. Close doors and windows and turn off electrical equipment if safe to do so.
6. Proceed to the **Emergency Evacuation Assembly Point in the Willow Garden at the far end of the car park.**

Staff Responsibilities During Evacuation

Teaching Staff

- Lead children out of the building using the nearest safe exit.

Assistants

- Check rooms, toilets and corners if safe to do so.
- Support evacuation of children.

Office Staff / Most Senior Staff Member

Collect the following items if safe to do so:

- Forest School phone and office phone
- Medication box and first aid kit
- Any medication stored in the fridge
- Registers (emergency copies on desk)
- Forest School bag (unless already taken by staff outdoors)

Do not delay evacuation to collect equipment. Items should only be collected if it is safe to do so.

If Children and Staff Are at Forest School

Office staff or senior staff to call the nursery mobile and state: “Emergency evacuation. Please count the children and proceed to the emergency evacuation assembly point at the far end of the car park.”

Emergency Evacuation Assembly Point

Willow Garden (beyond the car park)

At the Assembly Point

- Designate a member of staff to take the **MMC register / sign-in sheet**.
- Check that **all children and staff are present**.
- **Report any missing persons immediately to the most senior member of staff.**

Calling Emergency Services

1. Office staff or senior staff dial **999** (On the Forest School phone: press **Home → Emergency → 999**)
2. Explain the situation clearly to the call handler.
3. Provide the address: **The Willow on the Farm Nursery, Nill Farm, Hook Norton, Banbury, OX15 5DQ**
4. Do **not end the call** until the address has been repeated.

If the Building Cannot Be Re-Entered

If emergency services advise that the building cannot be re-entered:

- Children and staff will remain supervised at the assembly point until further instructions are given.
- The most senior member of staff will decide whether relocation to a secondary safe location is required.
- Parents will be contacted using the contact details held in the Forest School bag / phone.
- Children will only be released to authorised adults recorded on their registration forms.

Secondary Evacuation Location

If it is not safe to remain at the assembly point, children and staff will relocate to:

Nill Farm (Alice's House)

The most senior member of staff will coordinate this relocation, and parents will be informed as soon as possible.

Emergency Evacuation practice carried out termly and is recorded on MMC

Reviewed – March 2026 NJR

Next review – March 2027