

# **Greenbank Pre School**

## **Emergency Evacuation Guide**



### **Greenbank Pre School**

Edinburgh Greenbank Parish Church of Scotland

Braidburn Terrace

Edinburgh EH10 6ES

*Early Years Scotland membership number 10042*

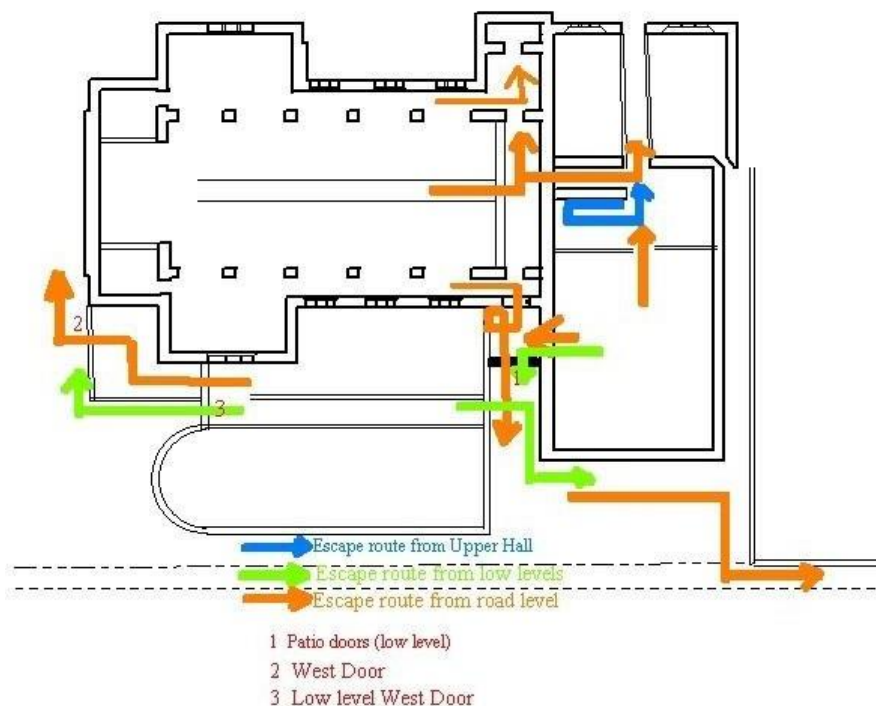
*Greenbank Parish Church Charity No SC011325*

## Greenbank Pre School Fire Evacuation Guide

1. On sound of alarm, collect children together
2. Collect register and phone. All children contact details are in register.
3. One member of staff to check toilet area (adults and children)
4. Count children as leaving
5. Leave using appropriate door. **This will usually be the door marked "2".** Please see diagram. This means going out glass door, through metal gate (with high level bolt) and up one level to safe area before street gate. In the event that the church is on fire at that side it will be necessary to evacuate children to beyond the gate, cross the road and keep them safely congregated in the park.
6. If fire causes staff to use door 1 it takes you through two doors, down steps in garden and a garden gate which leads to the back end of the tennis courts.
- 7.

### Greenbank Church

#### Primary Fire Escape Routes



All staff and committee members will have a working knowledge of this policy

Date: September 2023

Joan Ritchie