



White House Nursery

**97 West End Road
Ruislip
Middlesex
HA4 6JN**

01895-632681

**Email: chilcott10@chilcott10.plus.com
Website: www.whitehouse-nursery.co.uk**

Emergency Plan

- 1/ Stop what you are doing and keep calm.
- 2/ Get the children out of the nearest and safest fire exit.
- 3/ Sharon/Gwen and Jane will check their rooms and toilets and shut any doors or windows.
- 4/ All other staff members and students will take the children outside and assemble in the garden area, with the children in pairs, over by the digging area.
- 5/ Sharon/Gwen and Jane will ensure that the children reach the garden safely.
- 6/ Debbie/Jane will collect the black folder and the phone on the way out.
- 7/ Debbie/Jane will do a head count and take the register.
- 8/ Senior management will alert the fire brigade giving clear details.
Address: 97 West End Road, Ruislip, HA4 6JN. 01895 632681
- 9/ Nobody is to enter the building once they have left.
- 10/ Do not enter the building until given the all clear.
- 11/ If evacuation is via front door assemble under the trees.

If evacuation off of the premises is necessary:

Emergency Address: 190 Herlwyn Avenue, Ruislip

Registered Child Minder: Ms Shelly Roche

Parents will be contacted from here asap, and Ofsted will be informed.