

**Emergency Evacuation Plan**

* **Nicola Townsend** is the designated Fire Warden.
* All staff, children and parents/carers receive fire safety training as part of their induction process and will be made aware of evacuation procedures.
* All staff will carry a whistle.
* Staff and children will know that 3 blasts on the whistle means there is a problem, to stop what they are doing and go immediately to Nicola. This will be practiced regularly, at least half termly and when new families start.
* In the event of a fire being discovered, the Fire Warden will assess the situation, checking for any people in the Forest School area and call the emergency services.
* The Fire Warden will ask parents/carers to gather the children at the fire assembly point at the entrance to the woodland
* The Fire Warden will liaise with the fire services and then join the families by the entrance to the woodland.

**In an Emergency**

**Dial: 999**

**Request the relevant services**

**Address: Pennygillam Community Woodland, Pennygillam Way, Launceston**

**Postcode: PL15 7ED**

Date Created: 01/01/2025 by Nicola Townsend

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