



- Raise the alarm by pressing bell
- Club Manager/ Staff – Exit building by nearest exit and assemble at bottom of path.
- If on playground exit by side gate (near staff room)
- If in garden area exit through gates to path
- Manager – Check rooms are clear and take register, registration folder, phones and orange bibs
- Manager will ring 999
- Role call of children at bottom of path
- Walk children over to Sudley Infant School
- Contact Parents



- In the event of a serious incident **Brace Brace Brace** is shouted
- Manager/Staff to take children into the kitchen
- If children are outside, they are calmly asked to go inside.
- If staff are in the garden area they will attempt to get into building by nearest entrance
- Manager- To lock all doors leading to the kitchen, and take the phone, ipad, register and registration folder.
- Phone 999
- Once in the kitchen, staff will lock the door and use tables to barricade the door and window.
- Children will be encouraged to stay low and quiet.
- Once it is safe to, leave as directed by emergency services
- Children will be taken to Sudley Infant School and parents will be contacted by phone