

# EMERGENCY EVACUATION ACTION PLAN

Cylch Meithrin: \_\_\_\_\_

## ACTION ON DISCOVERY OF FIRE

Verbally inform all persons within your vicinity  
Sound the fire alarm using the nearest fire alarm call point  
Leave the building by the nearest fire exit  
Report to the assembly point

## HEARING THE ALARM

Ensure all persons within your vicinity are evacuating Cylch Meithrin \_\_\_\_\_  
Leave the building by the nearest fire exit  
Do not re-enter the building  
Report to the assembly point

## VISITORS

Ensure all visitors and contractors are taken to the assembly point  
Assist any disabled persons with their evacuation as necessary

## NOMINATED EMPLOYEES (Named Staff: \_\_\_\_\_)

Ensure all rooms have been vacated, including toilets, office / kitchen  
Collect visitors book from main entrance  
Ensure nominated member of childcare staff has collected the register  
Take a roll call at the assembly point Liaise with the Fire Brigade on their arrival

## FIRE EXITS / ASSEMBLY POINT

Fire Exit Point 1 : eg. Door next to the toilets  
Fire Exit Point 2 : eg. Door in the craft room  
Assembly Point: eg. At main entrance gate to the school

**DO NOT STOP TO COLLECT PERSONAL BELONGINGS**

**DO NOT TAKE PERSONAL RISKS**

**DO NOT RE-ENTER THE BUILDING**

**Nominated staff member to collect register and  
emergency box: Name \_\_\_\_\_**

# CYNLLUN GWEITHREDU GADAEL MEWN ARGYFWNG

Cylch Meithrin \_\_\_\_\_

## PWYNTIAU GWEITHREDU WRTH DDARGANFOD TÂN

Hysbysu pob person o fewn eich cyffiniau ar lafar

Canwch y larwm tân gan ddefnyddio'r pwynt galw larwm tân agosaf

Gadewch yr adeilad drwy'r allanfa dân agosaf

Adrodd i'r man ymgynnull

## GLYWED Y LARWM

Sicrhau bod pob person yn eich cyffiniau yn gwagio Cylch Meithrin \_\_\_\_\_

Gadewch yr adeilad drwy'r allanfa dân agosaf

Peidiwch â dychwelyd i'r adeilad

Adrodd i'r man ymgynnull

## YMWELWYR

Sicrhau bod pob ymwelydd yn cael eu cymryd i'r man ymgynnull

Cynorthwyo unrhyw bersonau anabl gyda'u gwacáu yn ôl yr angen

## GWEITHWYR A ENWEBWYD (Enwau \_\_\_\_\_)

Sicrhau bod yr holl ystafelloedd wedi cael eu gwacau, gan gynnwys toiledau, swyddfa / cegin

Casglu llyfr ymwelwyr o brif fynedfa

Sicrhau bod aelod enwebedig o staff gofal plant wedi casglu'r gofrestr a'r blwch argyfwng

Cymerwch alwad rôl yn y man ymgynnull

Cysylltu â'r Frigâd Dân wedi iddynt gyrraedd

## PWYNT ALLANFA / MAN YMGYNNULL

Pwynt Allanfa 1 : ee. Drws wrth ymyl y toiledau

Pwynt Allanfa 2 : ee. Drws yn yr ystafell crefft

Man Ymgynnull : ee. Ar bwys brif giât yr ysgol

**PEIDIWCH AROS I GASGLU EIDDO PERSONOL**

**PEIDIWCH Â CHYMRYD RISG PERSONOL**

**PEIDIWCH AIL-YMUNO A'R ADEILAD**

**Aelod o staff enwebedig i gasglu cofrestr a blwch argyfwng:**

**Enw \_\_\_\_\_**