



Chew Stoke Out of School Club

EVACUATION PROCEDURE

The fire procedure that follows should be carried out each term and recorded in writing. All staff should be aware of the procedure to be adopted in case of fire, the location of the fire fighting equipment, the location of the nearest telephone, the location of the assembly point, and the method of calling the fire brigade in the event of a fire being discovered.

In the event of a fire, the nearest alarm should be activated.

One member of staff should be responsible for phoning the emergency services. One member of staff should be responsible for ensuring that the premises are evacuated, closing any doors as they leave. One member of staff should be responsible for the register and for ensuring that all children are at the designated assembly point.

Children and staff should be aware of the nearest emergency exits, and use these as a means of escape.

Children should be encouraged to leave the building calmly and as quickly as possible. No attempt to retrieve belongings should be made. Under no circumstances should anyone return to the building.

Once at the assembly point – the signed assembly point in the main playground - the register should be called and a head count made.

Do not attempt to put out the fire yourself.

The fire service should be informed of the location of the fire and whether there is anyone left in the building.

All staff should be aware of individual responsibilities. Chew Stoke Out of School Club fire drill as follows:

1) Play Leader

Collect the register and lead children to assembly point using appropriate exit.

2) Deputy Play Leader

Check all rooms, toilets. Lead any remaining children to assembly area using appropriate exit.

3) Deputy Play Leader

Phone fire brigade (999) using designated phone and give clear instructions of description and address.

All staff to assist Play Leader at assembly point. Play Leader to take register and do head count.



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A fire drill should be carried out at least every term. Any problems highlighted must be reported to the Registered Person.