

# Emmer Green after school club

## Fire and Emergency Evacuation Procedure

### 1. Preparation and Fire Drills

- Each term children are reminded of what to do in the case of a fire and shown the **FIRE PROCEDURE** which are displayed in each area of the club. Staff are responsible for making sure they are familiar with their roles. The staff procedures are also displayed throughout the club within each bubble area.
- Once a term staff and children practice a Fire Drill using a whistle and the following times are recorded:
  - 1- for the building to be evacuated
  - 2- for all to be accounted for
- The fire drill times are recorded by our designated fire officer using a fire drill record sheet and are saved for reference in our risk assessment folder.
- If the fire drill takes longer than 3 minutes in total the drill is repeated later in that half term.

### 2. Fire Evacuation Procedure

- On hearing alarms staff guide the children to the nearest fire exit without stopping to collect personal belongings, staff and children in the garden will use the nearest gate to exit. **ALL DOORS IN THE BUILDING ARE SAFE FIRE EXITS.**
- If children are out playing in the garden, one member of staff outside will take lead and check the garden is fully evacuated on the way to the nearest fire exit/ gate.
- The nearest staff member will pick up the IN/OUT register and daily register on exiting the building. They will call the register at the assembly point.
- Play workers will escort the children to the fire assembly point on the path way to Eric Avenue, where children and staff are registered and accounted for using the IN/OUT register.
- Once at the assembly point, a member of staff will complete a headcount whilst the register is being called to double check all children are accounted for.
- The manager or most senior staff member will check the building and toilets for children and staff and then make their way to the fire assembly point to check all staff and children are accounted for. They will call the fire brigade.

### 3. Post Evacuation

- Staff will keep children occupied and calm and find somewhere warm and comfortable to wait i.e church hall, school
- Staff will contact parents/carers and advise them of our location and where to collect their children from
- Staff will wait with children until they have been collected by an authorized adult.
- Our designated Fire Officer or Club Leader will record details of the evacuation on our Fire procedure log sheet (number of children and staff, time, date, and evacuation time)

**Parents/ visitors should follow the fire procedures set out in the policy.**

#### **4. Emergency Evacuation**

In the event of an emergency situation such as a bomb threat/ alert, act of terrorism or another serious incident where we may need to evacuate we will follow the same procedures as above however we will move to a safe point further away from the building. If appropriate the manager or leader will contact the emergency services and call ahead to Emmer green Primary School or Highdown School to arrange a safe point to evacuate to. If this is not possible we will make our way to one of these points, whichever is deemed safest in the situation.

#### **Procedure adaptations during COVID-19**

For the purpose of practice fire drills we will maintain our bubbles and distancing as far as possible, however In the event of a real fire or emergency evacuation, our main concern is the safety of our children and staff therefore these procedures overrule our bubble groups and social distancing rules.

## FIRE EVACUATION PROCEDURE

### CHILDREN

- When you hear the alarm **STOP** what you are doing
- **Listen to the instruction that are given by the staff**
- Calmly and quietly follow a staff member to the nearest fire exit door (remember **we do NOT run**)
- Do not stop to pick up belongings
- Follow the play workers to the fire assembly point, and answer your name loudly and clearly when the register is called.

# FIRE EVACUATION PROCEDURE

## PLAYWORKERS

- Get children's attention and direct them to the safest exit
- Nearest staff member collect the In/Out and daily register for the club. (This staff member to call the register at the assembly point)
- Escort children to assembly point which is located on the path way to Eric Avenue.
- If outside area is in use one staff member to take lead in ensuring the garden has been fully evacuated
- One staff member to complete a headcount whilst the register is being called

## KITCHEN STAFF

- Collect red fire evacuation pack if accessible
- Help escort any nearby children to the assembly point

## CLUB LEADER

- Check the building and toilets for children and staff
- Go outside and check with staff that all children and staff are present
- Call 999

## FIRE OFFICER

- Once the group has evacuated, ensure no one re-enters the building
- Flag down the fire brigade

Our designated Fire Officer is: **Melissa Boulton-Smith**