



## **POLICY IN CASE OF Emergency Evacuation/FIRE – Aboyne Lodge**

Our Policy aims to give clear systems for evacuating the building and keeping everyone supervised and safe and to give clear roles to all adults employed at XYZ After School Club.

There is a fire practise/emergency evacuation practice every term. These practises are opportunities to review policy.

The policy is written based on the Regulatory Reform (Fire Safety) 2005 Act.

### **The following good practise must be followed:**

- Minimise any hazards
- **Staff check fire exits are open at start of each session.**
- Perform regular risk assessment
- Staff must be familiar with emergency evacuation procedure
- Children recognise sound of alarm

### **Evacuation will be as follows:**

The fire alarm will be sounded by the Caretaker for a Practice and by the Caretaker or the nearest adult in case of actual fire or emergency.

In the event of a fire drill or genuine emergency:

- Manager calls 999 from nearest phone (usually mobile).
- Manager checks that toilets and kitchen are empty.
- The remaining staff Collect **Weekly Register**
- use the nearest outside door to escort all children to the safest assembly point
- Move to safe area
- **DO NOT ALLOW ANY CHILDREN TO RUN**
- Check names of children and staff on register
- All children attending separate after school activities should be clearly marked on register

### **IF ANY STAFF AND CHILDREN OUTSIDE ON PLAYGROUND:**

- Gather children and move to assembly point calmly and quietly
- Communicate to other staff that you are aware of evacuation via walkie-talkie when appropriate to do so
- Meet with rest of ABC/ XYZ staff and children at assembly point
- **DO NOT COLLECT BELONGINGS**
- Close windows if time
- **DO NOT RETURN TO BUILDING UNTIL GIVEN ALL CLEAR BY CARETAKER/RESPONSIBLE AUTHORITY**
- Supervise children until the signal given that practise is over, or Fire Brigade gives further instructions.

**Risk Areas:**

Ensure staff on Playground have walkie talkie when leaving club to go to playgroud with children  
Ensure any children at other clubs have been accounted for when in safe area  
Ensure all visitors/parents/carers on premises are included in evacuation

**Assembly Points:**

Aboyne – top (main ) playground)

Alternatively – front of Lodge Room if playground areas unsafe

**Register is taken and all children accounted for.**

**On hearing the fire alarm the Manager must**

- facilitate the above guidelines
- supervise evacuation and the taking of registers
- give further instructions at the Meeting Point

**THE FIRST CONSIDERATION IS ALWAYS THE SAFETY OF CHILDREN AND STAFF**

Fire drill should be performed once per term

School is responsible for checking all fire safety equipment

**To activate the alarm – next to emergency exits**

**Break glass if required and press the button . LEAVE BUILDING IMMEDIATELY.**

Adoption: Sept 2009

Review: Sept 2010

Sept 2015

Sept 2011

Jan 2012

Sept 2013

Nov 2014