



# Chew Stoke Out of School Club

---

## EVACUATION PROCEDURE

The evacuation procedure that follows must be **practised each term and recorded in writing**. Any problems highlighted must be reported to the Club manager & Chair of trustees.

All staff should be aware of the procedure to be adopted in case of fire, the location of the firefighting 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.

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.

**The assembly point is located in the main playground.** Once at the assembly point the register should be called and a headcount made. All staff & children must remain at the assembly point until advised by the fire brigade, or the play leader in the case of a drill.

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, closing doors as they leave.

### 2) **Deputy Play Leader**

Check all rooms and toilets. Lead any remaining children to the 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 headcount.

A fire drill should be carried out at least every term.