

EXPLORERS POLICY AND PROCEDURES

Name	Fire /Evacuation Policy and Procedure
No. of pages	3

Legal framework

The Fire Service Act 2004

The Fire Precaution Act 2007

The following procedure is to be followed in the event of a fire/evacuation:

In the Explorers building, the emergency alarm is in the form of a bell, smoke alarm or whistle (situated in the vestibule beside the main exit).

1. Emergency Exits

The emergency exits are: The main exit, the exit to the rear of the building and the side gates during outside play.

2. Designated Assembly Area

The designated area to assemble, following evacuation from the Explorers building, is the large school field to the rear of the building.

Alternatively, take instructions from the Supervisor if the large school field is not suitable at the time.

3. Raising the Alarm

In the event of a fire/evacuation, the alarm will be raised by whoever discovers the fire/need to evacuate.

- The supervisor will be responsible for liaising with St. Nicholas Primary School (01963 362308) and calling out the relevant emergency services if necessary.
- The supervisor will inform parents where necessary.

4. In the event of a fire/evacuation

WHEN THE ALARM SOUNDS IT IS MOST IMPORTANT TO REMAIN CALM.

- **The person supervising the indoor play area** is to collect the register, mobile phone and check the toilets.
- The children will be gathered together and evacuation commenced via the identified emergency exits.
- **The person supervising the outdoor play area** is to gather the children together and evacuation commenced via the nearest side gate.

5. At Assembly Point

- The register will be called to make sure everyone is accounted for.
- Any concerns regarding children or adults must be communicated to the person in charge immediately.

- Stay out of the building until the 'all clear' has been declared.
6. Other considerations:
- Do not waste time worrying about personal belongings.
 - REASSURE THE CHILDREN THROUGHOUT THE EVACUATION AND ALL THE TIME.
 - DISPLAY THE FIRE /EVACUATION PROCEDURE IN THE BUILDING TO INFORM/REMIND ADULTS OF THE PROCEDURE (APPENDIX 1).

This policy was adopted at an Explorers committee meeting held on

Date: 15/07/2022

Approved by:

Kelly Groves – Chair Person

Anna Swinburn - Supervisor

The following procedure is to be followed in the event of a fire/evacuation: (appendix 1).

In the Explorers building, **the emergency alarm is in the form of a bell, smoke alarm or whistle** (situated in the vestibule beside the main exit).

1. Emergency Exits

The emergency exits are: The main exit, the exit to the rear of the building and the side gates during outside play.

2. Designated Assembly Area

The designated area to assemble, following evacuation from the Explorers building, is the school field to the rear of the main school building.

Alternatively, take instructions from the Supervisor if the school field is not suitable at the time.

3. Raising the Alarm

In the event of a fire/evacuation, the alarm will be raised by whoever discovers the fire/need to evacuate.

- The supervisor will be responsible for liaising with St. Nicholas Primary School (01963 362308) and calling out the relevant emergency services if necessary.
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REASSURE THE CHILDREN THROUGHOUT THE EVACUATION.

5. At Assembly Point

- The register will be called to make sure everyone is accounted for.
- Any concerns regarding children or adults must be communicated to the person in charge immediately.
- Stay out of the building until the 'all clear' has been declared.

6. Other considerations:

Do not waste time worrying about personal belongings.

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