



Emergency Evacuation (e.g. In The Case of Fire)

Policy Statement

The safety of our children and staff is a paramount concern. In the event of an emergency requiring evacuation of the Parish Rooms, staff and children will follow the fire procedures as written in the policy and as practiced during their twice a term fire drills.

Procedures

In the event of a fire, or some other event requiring evacuation of the Parish Rooms, the supervisor will ensure that all children and staff are safely outside the building and at a distance from it.

The supervisor will notify staff that an evacuation is necessary by blowing a whistle loudly and continuously. Staff will organize the evacuation of the building and grounds depending on the location of the hazard with the primary concern being to ensure that the children are evacuated quickly and safely. The supervisor will designate a member of staff to ensure that no child or member of staff is left in the toilets, kitchen or other area of the building.

The children will be gathered in the grass area outside the gate to the Parish Rooms, or if it is necessary to gather further away, in the car park of the Victory Hall. If it is cold and/or raining, the children will be gathered in the Balcombe Social Club.

The supervisor will take the Tiggers mobile telephone, the attendance register and the grey record of information box which includes contact details for the children's parents. The supervisor (or the deputy if the supervisor is absent on that day) will phone for the fire brigade.

Once the children have been evacuated, the supervisor will take a register to ensure that all children and staff are present. If anyone is missing, the supervisor will, if it is deemed safe to do so, organize a search of the premises and surrounding area. If there is any doubt as to whether it is safe to re-enter the premises, the staff will await the instructions from a qualified member of the emergency services.

Where necessary and once the building has been evacuated, the supervisor will telephone the emergency services and provide full information in relation to the incident.

Where it is safe to do so, the supervisor will designate members of staff to gather personal possessions from the building but it is understood that the primary concern is the safety of the children and staff and that no one should re-enter the premises if there is any doubt as to safety until they are instructed to do so by qualified members of the emergency services.

It is recognised that the children may find the evacuation alarming and once all people are safely evacuated, staff will act to reassure any child who is upset. Following resolution of the incident (whether immediately or at a subsequent session), staff will organise a session to allow the children to talk about what has happened and will be vigilant to signs that a child is still upset by the incident.

If the emergency services advise, within a reasonable time that it is safe to re-enter the premises, staff and children will return to the Parish Rooms for the remainder of the session. If the emergency



Emergency Evacuation (e.g. In The Case of Fire)

services advise that it will not be safe to re-enter the premises within a reasonable time, the supervisor will contact parents and ask that they come as soon as possible to pick up their child. Parents are asked not to remove their child without informing the supervisor who will mark the child off in the register.

If the Parish Rooms will not be available for subsequent sessions, the supervisor will make arrangements to inform parents by email and/or other means as he/she feels fit.

Fire Practices are held every half term