

**HIGH DOWN AFTER SCHOOL CLUB**  
**Down Road, Portishead, BS20 6DY**  
**EMERGENCY EVACUATION PROCEDURE**

**FIRE PROCEDURE/EVACUATION (for staff)**

On discovering a fire, or hearing the fire alarm sound, all occupants must evacuate the premises immediately from the nearest safe exit

Staff must accompany the children

The Manager, or nominated deputy, will collect the clipboard with register and emergency contact details attached, and pick up telephone.

The Deputy Manager, or nominated person will check the toilets, cloakroom and any accessible areas

A nominated member of staff, or nominated deputy, will ensure any child with disabilities is given assistance if required

There must be no delay to collect belongings, continue activities or complete phone calls

Doors should be closed on leaving

All personnel should assemble as quickly as possible on the top playground

A fire practice will be undertaken on a termly basis and a verbal run through on procedures will be regularly reviewed for the benefit of new children. Details will be entered in the fire log book

***Reference should always be made to the Nominated Persons list on notice board.***

**FIRE DRILL/ EVACUATION (for children)**

When the fire alarm sounds, walk quickly and quietly out of the nearest safe exit and line up on the top playground

A roll call will be conducted to ensure that all occupants have safely left the building. While this is completed, please observe the following rules;

Remain silent

Listen for your name to be called

Stay with the staff - do not wander off

No one may enter the building until the roll call has been completed, everyone has been accounted for and the Manager/Deputy has given the all clear.

If a parent/carer should arrive to collect their child/ren during this procedure, the child should remain with the group until roll call is completed

**INVACUATION/LOCK DOWN**

Invacuation will be signalled by three short blasts of a whistle. On hearing the invacuation signal, staff and children will proceed as quickly as possible to the Year 6 practical area. One designated member of staff will lock all doors in the block,

another designated member of staff will contact the site manager/caretaker and, if necessary, the police.

Staff and children will remain in the Year 6 practical area until the Club manager gives the all clear.

Reviewed May 2017