



FIRE/ EVACUATION PROCEDURE

PLEASE NOTE: ALL EMERGENCY EVACUATION OF THE BUILDING MUST FOLLOW THIS PROCEDURE, eg fire, gas leak, bomb alert

It is imperative that all fire doors are used only in the event of an emergency and are kept closed at all other times

IF YOU DISCOVER A FIRE : Immediately operate the nearest fire alarm call point.

ON HEARING THE ALARM:

All Staff and Helpers – immediately evacuate the building, taking all children in your charge through the nearest exit, i.e. the cloakrooms – check the immediate area is free of children. Register must be taken with head count to ensure all children and staff are accounted for

Site Manager – call the Fire and Rescue Service and carry out sweeps of club areas.

Staff member in hall - Immediately leave the building through the nearest exit.

- **Always use the nearest exit and close doors on leaving**
- **Do not stop to collect personal belongings**
- **Do no re-enter the building**

Assembly Point:

All to assemble **on the school field** for roll call and report to the person in charge.

- The Site Manager will verify that the Fire and Rescue service has been called
- In the event of a missing person, report immediately to the Manager or person in charge. **DO NOT GO BACK INTO THE BUILDING.**
- **In the event of a missing person thought to be still in the building**, the person in charge will aim to locate their whereabouts from outside the building in order to inform the Fire and Rescue service.

In the event of it being impossible to return to the building, the manager will contact parents to come and collect the children.

This Policy was last reviewed on 01/09/2026 to be next reviewed on 01/09/2027

