

# **EMERGENCY EVACUATION PROCEDURES** **(Fire & Flood)**

## **Fire Safety**

At AACC we ensure we minimise the risk of fire ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek advice from a competent person, such as a Fire Officer, or Fire Safety Consultant.

## **AACC ensures:**

- That as the setting is on rented premises, we has a current fire risk assessment that applies to the building;
- They contribute to regular reviews undertaken by Abington Primary School (the lessor);
- Fire doors are clearly marked, never obstructed and easily opened from the inside;
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer;
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - clearly displayed in the premises;
  - explained to new members of staff, volunteers and parents/carers and visitors to the setting;
- practiced regularly, at least once per half term; They are to be held on different days and at different times in order to include most children and all staff.
- Records are kept of fire drills at the setting and any necessary actions/amendments to the procedure will be carried out.
- The records of servicing of fire safety equipment is kept at the Abington Primary School;
- Children are familiar with the sound of the fire alarm;
- The children, staff and parents know where the fire exits are;
- The staff and children know how the children are led from the building to the assembly point;
- Staff and management will consider any further action taken to improve the evacuation procedure.

## **Evacuation Procedure**

1. If you discover a fire - raise the alarm by breaking the glass of the nearest fire alarm point;
2. On hearing the alarm, the staff will gather the children by the safest exit (either main door or fire door);  
**Use the nearest and safest exit**  
**Do not stop to collect personal belongings**
3. All staff (except the senior member of staff on duty) will accompany the children out of the building to the assembly point, walking as far away from the building as possible;

## **Assembly Point:**

### **Assembly point is next to the set of steps outside Class 1;**

- Children and staff assemble on the playground steps in year groups, with Pre-School and Class 1 nearest to the school building then 2, 3, 4 and 5 moving away from the school building.

On the main desk there is a black file marked FIRE. This will be taken out by a staff member. This consists of the following:

- This policy
- Emergency contact details for all staff and children
- The phone
- The register

A member of staff will call the Fire Brigade and the school (01223 891362) or Great Abington Primary School Head Teacher (07715 413198).

Children and staff will be registered. In case of absentees an immediate search will be made; Meanwhile the senior member of staff will check (where possible) all the rooms, close all doors, collect the contact details and go to the assembly point.

## **Fire fighting:**

Staff/volunteers should not tackle a fire.

Staff will use the Primary School premises if necessary as an assembly point. In the case that the school is also affected by a fire then the secondary evacuation point is St Mary's Church, Great Abington.

See records held at Great Abington Primary School for details of fire extinguishers and other fire equipment held in the building.

**Do not allow the children or staff to re-enter the building until it is deemed safe to do so. If it is not safe to return to the building a member of staff will start contacting parents/carers. If no contact can be made a message will be left but staff will continue to try until contact is made.**

## **Fire Drill**

Fire drills will be held at least once per half term. They will be held on different days and at different times in order to include most children and all staff/volunteers. They will be recorded. Fire Drill Log is recorded on the Google Drive. Information is shared with Great Abington Primary School.

### **The fire drill record book must contain:**

- Date and time of the drill;
- How long it took;
- Number of adults and children involved;
- Whether there were any problems that delayed evacuation;
- Any further action taken to improve the drill procedure.

## **FLOOD SAFETY:**

At AACC we are aware of the risks of flooding in our setting and have in place, a contacts and checks with the local flood warning website to inform us of potential flooding. If we are contacted then the member of staff in charge will make a decision with other members of staff or committee members whether to evacuate the building or not. Also steps will be taken to make safe equipment, furniture and any confidential paperwork.

### **Procedure:**

On being notified, the staff will gather the children by an exit (either main door or fire door).

**Staff will use the nearest and safest exit.**

**Staff will consider whether it is safe/timely to collect personal belongings for children/staff.**

All staff (except the senior member of staff on duty) will accompany the children out of the building to the assembly point, walking as far away from the building/flooding as possible.

### **Assembly Point:**

Staff will evacuate to the playground assembly points unless the playground is flooded then the staff will take the children into the Primary School to assemble in the school. If the school is closed (out of hours during after school club) then the staff will assemble the children in the school car park at the front of the school.

Staff will take outside with them the black file from the desk marked FIRE which consists of:

- This policy
- Emergency contact list for all staff and children
- Mobile phone
- Register

A member of staff will call the primary school (01223 891362) or Great Abington Primary School Head Teacher (07715 413198).

Children and staff will be registered. In case of absentees an immediate search will be made.

Meanwhile the senior member of staff will check (where possible) all the rooms, close all doors, collect the contact details and go to the assembly point.

**Do not allow the children or staff to re-enter the building until it is deemed safe to do so.**

If the building has been evacuated, then a dedicated member of staff will telephone parents/carers until they have spoken to someone (a message will be left but staff will continue to telephone until contact is made).

If a child remains uncollected then the Uncollected Child Procedure will apply.

When the building has been evacuated and the equipment made safe the electrical supply to the building should be cut off at the mains board which is situated in the Abington Primary School in the cupboard at the far end of class 2.

**Monitoring and Review:**

This policy will be monitored by the administrator and the manager of AACC and will be reviewed at least annually.

**ADOPTION AND ANNUAL REVIEW OF THE POLICY**

This policy was adopted at a meeting of: **Abington Community out of School Club.**

Print Name: RUTH BEACH

Date: 03/09/2021

Role: ADMINISTRATOR

This policy was reviewed on:	Signature and name:	This policy was amended on:	Signature and name:
21/11/2022	E Turner	21/11/2022	E Turner
06/12/2023	E Roper	06/12/2023	E Roper