

## Emergency Evacuation Policy

Super Star Sport will make every effort to keep sites open, but in exceptional circumstances, we may need to close at short notice.

Possible reasons for emergency closure include:

- ✦ Serious weather conditions
- ✦ Heating system failure
- ✦ Burst water pipes
- ✦ Fire or bomb scare/explosion
- ✦ Death of a member of staff or child
- ✦ Assault on a staff member or child
- ✦ Serious accident or illness

Should an emergency occur on the site, it will be the responsibility of staff members to:

- ✦ Raise the alarm using nearest break glass
- ✦ Evacuate the site
- ✦ Check all children/visitors are out of the building.

All staff should be aware of their nearest exit, not only where sessions take place but other areas of the site. Fire Evacuation notices and plans are in place in all areas of the site. All staff should take time to familiarise themselves with these plans.

### On hearing the fire alarm the following staff procedures/duties will take place:

- ✦ On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- ✦ Staff to take their radios with them
- ✦ Children **MUST** evacuate the building in silence
- ✦ **NO ONE** should stop to collect any belongings
- ✦ Children must be evacuated to the nearest assembly point
- ✦ Staff will check children against the register and immediately inform site manager via radio of any missing children

- ✦ Any staff who have children in a different location to their normal assembly point must notify via radio the relevant staff member.
- ✦ If any person is missing from the register, the emergency services will be informed immediately.
- ✦ The manager will contact parents to collect their children. If the register is not available, the manager will use the emergency contacts list (which is kept off site).
- ✦ All children will be supervised until they are safely collected.
- ✦ If after every attempt, a child's parent or carers cannot be contacted, the Club will follow its **Uncollected Child** procedure.

If the site has to close, even temporarily, or operate from alternative premises, as a result of the emergency, we will notify Ofsted.

We run a fire drill at the beginning of the first session of the block so everyone knows the evacuation points and nearest fire exits and is reiterated at the start of each day sessions are delivered

Fire exit signs are posted on all exits and all exits are kept clear of obstruction

Site manager will contact the fire service and the caretaker are notified and will ensure all staff and children remain outside at the assembly point until alarm is reset and told it is safe by the caretaker or fire department.

## Policy Responsibility and Review

We are committed to reviewing our policy and good practice annually.

This policy was adopted by Super Star Sport	Date: 12/04/2023
To be reviewed: 12/04/2024	Signed: 