

Emergency Evacuation Policy

Should fire break out in the school, it will be the responsibility of staff members to:

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

All staff should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. 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 camp leader 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.

We run a fire drill at the beginning of camp, so everyone knows the evacuation points and nearest fire exits.



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

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

