

## **Banwell Buddies Emergency Evacuation Procedure**

All staff members are responsible for the Health and Safety of all persons using Banwell Buddies.

Each staff member must ensure that:

- All exit doors are unlocked
- All corridors and doorways are kept free of any obstruction
- They are familiar with the location of all fire alarm points
- They are familiar with the evacuation procedure
- All fire extinguishers are in their allocated position and are operational
- A phone is available and charged at all times
- They understand their allocated specific tasks in an emergency
- They have received the basic fire safety training given to all staff
- They are familiar with the Emergency Evacuation drill

Emergency Evacuation drills should be carried out half termly and must be carried out within two weeks of a new intake of children. Emergency evacuation drills are carried out over the course of a week at different times to accommodate every child attending. We aim to carry out a fire drill once a fortnight after the block week.

Before the drill begins the Leader will explain to the children what will happen and why. The Leader will sound the alarm and the evacuation procedure will be carried out as below.

Drills are recorded in the Emergency Evacuation Drill record book to show the date and time of the drill, how long the drill took, whether there were any problems that delayed evacuation and any further action taken to improve the drill procedure.

What to do in the event of discovering a fire, flood or any other reason for an emergency evacuation:

- Stay calm
- Sound the nearest red fire alarm point
- Walk, do not run
- The deputy and assistants will lead the children out of the building through the relevant fire exit
- Fire exits can be found at the main entrance, rear exit and the decking doors
- The Leader/Deputy Leader will collect the register and visitors book
- The Leader/Deputy Leader will also collect the Banwell Buddies mobile phone
- Do not stop to pick up your belongings

- The Leader/Deputy Leader delegates a member of staff to check the building before leaving
- The children will be taken to the relevant safety assembly point (assembly points are through the bottom gate to the primary school playground and the lane at the rear of the building)
- The Leader/Deputy Leader will call the register and check visitors log
- Call 999 giving clear details of the situation to the emergency services (including number of children, staff, visitors and possible impact)

In the event of the decking or primary school being on fire we exit through the main entrance door and proceed to the top school gate; the lane is used as the assembly point. If the emergency means that we are unable to stay on or near the site, we will proceed along the lane to the local Doctor's Surgery. We have risk assessed our route to the surgery and this is kept with our emergency bag. Gathering all available support, we walk to the surgery. We will contact parents to collect their children and can be contacted on our setting mobile 07407676543.

### Legal Framework

- Regulatory Reform (Fire Safety) Order 2005
- [www.opsi.gov.uk/si/si2005/20051541.htm](http://www.opsi.gov.uk/si/si2005/20051541.htm)

This Policy was adopted at the meeting of: Banwell Buddies

Held on: 7/1/19

Signed on behalf of the Committee: \_\_\_\_\_

Role of Signatory: Chair of Management Committee