



## **EMERGENCY EVACUATION PROCEDURE**

Each setting will have its own emergency evacuation procedure as set out by the school hosting the club or camp. However, these guidelines should be adhered to during the evacuation process.

- All staff should make themselves familiar with the fire exits and fire assembly point at the setting
- If you discover a fire, raise the alarm by activating the nearest alarm call point
- Trained persons only should tackle a fire and only if they feel it is safe to do so
- On hearing the fire alarm, the setting manager should lead the children out of the building by the nearest emergency exit and go to the assembly point. The manager should take the club/camp register with them.
- One member of staff should lead the group and the second member of staff should follow the group at the rear, ensuring all children are leaving in a quiet, orderly manner, walking as quickly as possible towards the assembly point
- The last member of staff to leave the room should close the door. Windows should be shut but only if this can be done quickly and without hazard.
- Staff should check every room/small area/toilets as they pass so make sure no one is left behind
- A head count should immediately take place and the register taken