

## Emergency Evacuation Procedure

All staff are responsible for the Health and Safety of all persons that use The Den. These include children, young people, parents, volunteers, members of the public and other staff members.

Each staff member must ensure that;

- All fire exit doors are unlocked and kept free of any obstruction
- All corridors and door ways 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 3 times per year.

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

- Stay Calm
- Sound the alarm
- Walk do not run
- The setting staff will lead the children / young people onto the gravel area at the front of the church/ where appropriate children should be escorted to the end of the graveyard area to assume a distance from the church
- picking up the registers, setting mobile phone, emergency contact details for children and staff and emergency bag on the way
- The registers will be called
- The staff will check the registered areas, premises including the toilets and
- close the doors (if possible) when confident that there are no people left inside
- Call 999 giving clear details of the situation to the emergency services (including number of children, staff, visitors and possible impact)

We will contact parents to collect their children and can be contacted on our setting mobile - 07519 897202.

Practice Emergency Evacuation drills will be carried out termly and different scenarios will be covered. Details of the drills will be logged in the Emergency Evacuation log book, with any problems and solutions noted. Details will include; date, time, number of children, number of staff, how long the evacuation took and comments.

COVID SECURE – In the event of an incident that requires emergency evacuation the priority is the health and safety of children and staff. It may be that bubbles at this time are disbanded to ensure swift exit of the building. Waiting at the meeting point may see a return to bubble safety.

This policy was adopted by: The Den	
Date: 01.09.20	Signed: AGriffin

