

FIRE EVACUATION

Important information

Keybox code: 1234

Check exits on arrival familiarise yourself with position of key box. It is located outside in the garden, by the gate on your right-hand side, if you are looking at the building. This box contains the key for the gate to exit in an emergency.

Assembly point situated behind car park by garages across from entrance to wilding road.

- If you discover fire or smoke – raise the alarm.

PROCEDURE

On hearing the alarm the Fire Marshall should:

- Reassure centre-users to stay calm and where appropriate instruct them to gather the children whom they are responsible for.
- EVACUATE - Direct centre-users to the nearest fire exit – this will depend on the location of the fire (See plan of building attached) Do not collect belongings or personal possessions.
- Second member of staff/volunteer to guide centre users to the assembly point (located on the public footpath by the garages. Once out – stay out. Ensure that all staff, volunteers and centre users stay away from the access road and carpark to allow access for the fire engine.
- Designated Fire Safety staff member to check each room to ensure no person remains inside, collect the session register or relevant information to ensure a role call can be made and go to assembly point.
- Call 999 or 112 and ask for the fire service
- Take a roll call of names using the session register or relevant documentation
- Second member of staff/volunteer to wait at the end of the access road to guide the fire engine to the centre.
- Only return to the building once and if all clear is given by the Fire Service