

## **Evacuation of the building**

In the event of a fire or the need to evacuate the building the following procedures must be adhered to. Parents and carers that are part of the duty rota will undergo an induction which will illustrate the procedures for evacuation of the building and the location of all fire fighting equipment.

### **FIRE**

1. If you discover a fire inform the Playleader or the person in charge immediately.
2. Only if you will **NOT ENDANGER** yourself or others, tackle the fire with the fire extinguishers or fire blanket.
3. If the fire is out of control the Playhelper will call the fire brigade.
4. The Playleader will ring the fire bell and co-ordinate the evacuation of the children and adults from the building.
5. The Playleader (or person in charge) will lead the children and adults out of the building and to the assemble point.
6. The fire assembly point is the **CHURCH CAR PARK**.
7. The Playhelper will be the last person to leave the building checking all rooms and closing doors and windows (if possible).
8. Please follow the verbal instructions of the Playleader at all times.
9. Parents/carers are to assist in the evacuation of all the children from the building via the safest exit as indicated by the Playleader or person in charge.
10. Please stay calm and act in an efficient way so that the children will not panic.
11. **Do not go back into the building until the all clear has been given either by the Fire Brigade or the Playleader.**
12. At the assembly point the Playleader (or person in charge) will conduct a role call.
13. In the event that we cannot return to the Playgroup building (Ha'berry) we will relocate to the Church.

### **Additional information**

Visitors to the building will follow the instructions of the Playleader or the person in charge.

Two plans of the building showing the fire exit and whereabouts of fire equipment is on displayed inside the building one in the kitchen and one in the hall way. These will be high lighted to you at your induction prior to your first duty.

Fire drills will be carried out on a regular basis - at least once per term so as to familiarise the children and adults with the procedure.

## **Evacuation of the building for a reason other than fire**

In the event that the building needs to be evacuated for any other reason i.e. flood the following procedures must be adhered to.

1. Follow the verbal instructions of the Playleader at all times.
2. Parents/carers are to assist in the evacuation of all the children from the building via the safest exit.
3. Stay calm and act in an efficient way so that the children will not panic.
4. **Do not go back into the building until the ‘all clear’ has been given verbally by the Playleader.**
5. Parents and carers that are part of the duty rota will undertake an induction which will highlight the procedures for the evacuation of the building.