

ABBOTS HALL OUT OF SCHOOL CLUB

EVACUATION

Should the need arise to Evacuate the Windmill room during any club sessions, staff will follow the Emergency Evacuation policy stored in the Emergency folder.

The staff member that discovers the need to evacuate will raise the alarm by shouting the word “EVACUATE” then blow a whistle to gain the children’s attention , each staff member will then follow the evacuation plan.

All children will be escorted to the main gate standing on the left next to the fenced pond area; this is then leaving the main gate entrance free for the Emergency Services.

The Evacuation Marshall will then call a register making sure all children are present; all staff have assigned duties to perform during the evacuation, including a complete room search of all areas, cupboards and toilets to ensure the room has been completely evacuated. As the staff member leaves they will ensure all fire doors are closed, they will then report to the Evacuation Marshall.

Emergency Services will be called, staff will then contact all parents to arrange collection or pass on information, and all staff will be maintaining the safety of the children while this is happening.

Staff members have First Aid Training, and Evacuation drills are performed monthly. Evacuation drills are performed during different sessions, times, using different exits, and emergencies.

The Emergency Evacuation Marshall is,

LOUISE ROUSE

Deputy Emergency Evacuation Marshall is,

CATHERINE MARTIN

Updated May 2019