

# Emergency Evacuation



All staff are responsible for the Health and Safety of all persons that use the setting. These include the children, their families, visitors, students/ volunteers and other staff members.

Each staff member must ensure that;

- All fire exit doors are kept free of any obstruction.
- All corridors and doorways are kept free of any obstruction
- The daily risk assessment checklist is completed prior to each session (fire alarms are checked by the church coordinator).
- They are familiar with the Emergency Evacuation procedure.
- A phone is available and charged at all times with parent contact details on
- They understand their allocated specific tasks in an emergency
- During large events such as live performances, open days etc visitors are informed of this procedure on arrival.

Practice Emergency Evacuation drills will be carried out monthly (or within two weeks of a new intake of children).and different scenarios will be covered. Details of the drills will be logged in the Emergency Evacuation log, with any problems and solutions noted. Details will include; date, time, number of children, number of staff, how long the evacuation took and comments

## **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 / anyone else in the setting at the time, into the car park and assemble by the double gates (the manager will pick up the registers, setting mobile phone and emergency box on the way.
- The registers will be called.
- The manager will check the registered areas, premises including the toilets and close the doors (if possible) when confident that there are no people left inside.
- The manager will call 999 giving clear details of the situation to the emergency services (including number of children, staff, visitors and possible impact).
- The manager will contact parents to collect their children using our setting mobile.

Address:

**Worle Baptist Church, 43 Rawlins Avenue, Worle, Weston-Super-Mare, North Somerset, BS22 7FN**

Tel: **07368 147219**