



# Fire and Emergency Evacuation Plan

Extended Services is committed to providing a safe environment for both colleagues and pupils.

## Document History

Version	Version Date	Author	Summary of Changes
V1.0		Louise Barber/Jo Venables	New policy to meet the needs of Holiday Camp provision – adapted from school policy and procedures

## 1. General Procedures

Extended Services is committed to providing a safe environment for both staff and pupils. The provision will take all steps reasonably practicable, to secure the safety of its staff, children, and other persons from fire, by taking general fire precautions to make its premises safe and complying with all related legislation. In the main the provision will follow the local school settings Fire Safety policy; however, this plan ensures local arrangements are in place should a fire alarm ring.

The procedures detailed in the fire and emergency plan may be implemented in other circumstances where there is a need to evacuate the site; this may include incidents such as gas leaks, bomb threats etc. Where there is information relating to a specific threat it will be included in the appropriate section of the plan.

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to provision staff (including agency, temporary, work placements and work experience) and recorded. Appropriate information/instruction will be provided to pupils, visitors and contractors.

For each provision, the following information will be communicated to ALL staff at the start of the session.

1. Who is the Designated Fire Marshall-WAC/HC Lead (alternative staff will carry out this role in the absence of the provisions lead and receive appropriate training)
2. Where the fire assembly point is.
3. What to do on discovering a fire / on hearing fire alarm.
4. Where to locate emergency contact details for children / adults in attendance.
5. All new staff should read the Fire Evacuation Plan
6. All staff should know where fire exits are located.
7. All staff to be aware of children and adults that have a Personal Emergency Evacuation Plan (PEEP)

A practice fire evacuation drill will take place termly. The drill is to be recorded by the Site Premises Officer. In the event of a fire or suspected fire everyone will follow the procedure below.

### When the fire alarm sounds:

1. Everyone evacuates the provision and goes to the Fire Assembly point. On exit, staff check the building is clear. All personal belongings must be left behind.
2. Any person with a PEEP is assisted out of the building.
3. Persons with specific responsibilities should carry out the duties allocated to their role.
  - Designated Fire Marshall is responsible for taking overall control and must ensure they have access to the daily register and emergency contacts (Tablet/laptop/ phone – to access MIS)
  - Designated Fire Marshall counts the children and ensures everyone has vacated the building.
  - The WAC/Site Leader or designated person calls the Fire service by dialling 999 and giving the appropriate information.
  - When the Fire Service arrive, the Designated Fire Marshall will liaise with the appropriate person.
4. Everyone waits quietly at the Fire Assembly Point until the all clear is given or further instructions are given by the Fire Service.
5. In the advent of not being able to regain access to the building, children's emergency contacts will be contacted, and children kept safe until parents arrive.
6. Out of school hours - the Extended Services Manager will contact the Headteacher at the earliest and safe opportunity

