

Fire Evacuation Plan (including evacuation for other emergency situations)

Actions to be taken by:

Staff member discovering the fire or leading the evacuation practice

- The whistle will be blown.
- The fire brigade is to be called using 999 as soon as it is safe to do so and using the club mobile phone. The location Honilands School Lovell Road EN1 4RE
- On hearing the alarm, and if safe to do so, one nominated staff member is to check the lobby, toilet and other areas for children / staff and then wait until all children are clear of the building before proceeding to the assembly point.
- The staff member is then to assist other staff members in evacuating the children, if they have not already gone.

Other staff members

- One staff member will take the registers, First aid bag and medication, which are easily accessible at all times.
- Other staff members are to lead the children to the assembly point via the rear fire door or the main exit.

General

1. A register is to be taken of children and staff at the assembly point.
2. Persons are not to re-enter the building until it is indicated to do so by the fire brigade.

The assembly point is Through Fire Exit Doors to Cedar Playground, follow path and gate onto KS2 Playground which is signposted

3. This procedure is to be used for other events where evacuation may be necessary.
- 4.
5. If it is necessary to telephone the Fire Brigade, also telephone the Civic Centre Control Room (020-8379-2222)

Any time it is felt that it is in the interest of safety, the evacuation procedure above, will be followed. The whistle in the staff box will be blown continuously by a member of staff. The children will be taken out as stated in the procedure. Once all persons are accounted for, we will move to the assembly area where the children will be kept safely until parents can collect their children.

Lockdown



- On very rare occasions it may be necessary to seal off the club so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the club grounds or outside the club in the near vicinity. A lockdown is implemented when there is serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.
- **NaCTSO (National Counter Terrorism Security Office) **Guidance****

This policy was adopted by: Walker Children's Club Also Lockdown procedure	Date: 18th January 2023
To be reviewed: 2024	Approved by Trustees