



St Anne's and St Andrew's Joint Council

Policy Number: 5

Policy Title: Fire Evacuation Policy

Approved: 23rd February 2016 Date for review: May 2017

Fire Evacuation

If you discover a fire

Call for assistance immediately,

Do not tackle the fire yourself.

Raise the alarm

On hearing the alarm

Be calm and make your way out of the building following the Fire Escape signs to the assembly point, which is located by the bin shed in the St Anne's Court Car Park.

If possible please close any doors and windows on exiting the building.

When outside the building

Telephone the emergency services by dialling 999 from a mobile phone or from the Vicarage. Do not re-enter the building until you have been told it is safe to do so by a member of fire service.

EVACUATION PROCEDURES.

1. The Group leader who has discovered the danger will immediately inform the group that there has been an emergency & that they will all need to evacuate the building, & that everybody should remain calm & to leave everything behind.
2. Inform the group present of the exit door to evacuate from. This will be the door furthest from the emergency/fire:

EXIT DOOR 1. Main Doors

EXIT DOOR 2. Upstairs Fire Escape

EXIT DOOR 3. Upstairs stairs, then exit 1

EXIT DOOR 4. Back door Right

3. Other members of staff will guide the group out of the exit door doing a headcount as the group leave, Walk quickly but calmly out of the building, through the car park to the assembly point located by the bins shed in the St Anne's Court Car Park.
4. The caller of the emergency collects the register and checks that there have been no children left in the building, check all rooms including the toilet/s, then leave through the exit door & join the rest of the group.
5. Call emergency services if required
6. Once at the assembly point call the register, check that all the children and staff are present.