



Fire Evacuation Procedure

This note is to remind all staff and volunteers, and to advise new staff and volunteers, of the procedure to follow in the event of a fire. Fire drills will take place each holiday and are intended to ensure that:

- all members of the Camp Glide community will act in a calm and orderly manner
- those people with designated responsibilities will carry out their tasks effectively, ensuring the safety of all concerned
- the escape routes are used in accordance with a predetermined and practised plan
- evacuation of all buildings is achieved in a speedy and orderly manner
- all persons will react rationally and calmly when confronted with a fire or other emergency in school.

Please be aware that your primary concern will always be to ensure the safe evacuation of all persons from the premises.

The Early Years Manager is to ensure that all children are accounted for by referring to the daily register. The Camp Director is to account for all staff and visitors. Staff are to sign in on time sheets and visitors are to sign the visitors log.

Step by step instructions

1. Immediately you discover a fire or one is reported to you, you should sound the alarm by operating the nearest fire alarm call point. If you do not know already, please make yourselves aware of the nearest call point to your classroom.
2. The Camp Director is responsible for ensuring that the Fire and Rescue Service is called immediately on the sounding of the alarm. A notice is displayed in the office giving clear instructions for calling the Fire Service in case of fire.
3. On hearing the fire alarm, evacuation of the premises should take place as follows:
 - Staff must instruct their children and any visitors/volunteers in their care to leave the building in single file and in a calm, orderly manner using the nearest available fire exit. Remember to close the fire exit door behind you.

- Everyone should walk as quickly as possible to the designated assembly point i.e. the side of the large playground furthest from the main school building, and line up in their villages. The site manager will unlock the green gates to allow access to the play ground
 - All non essential members of staff will perform a sweep of their areas to ensure that no-one is left inside, as far as it is possible to do so without putting themselves in danger – sweeping the building means checking in toilets, cloakrooms and storage areas to make sure no-one has been left behind.
4. Once at the assembly point, staff will be given their registers by the Camp Director and must carry out a roll call to ensure that no participants are left in the building.
 5. The Camp Director and site manager will check that all volunteers, visitors and contractors are out of the building by referring to the visitors' book.
 6. If anyone is unaccounted for, please inform the Camp Director, so that the Fire and Rescue Service can be informed. They will need to know where the missing person was last seen and where they would normally be located.
 7. The Camp Director and site manager will be responsible for liaising with the Fire and Rescue Service when they arrive.
 8. No-one should re-enter any school buildings until given clearance by the Fire and Rescue Service.

Fire Drills

- Fire evacuation drills will take place at least once per term. A record of each drill will be kept, including any actions taken to improve procedures.