

EMERGENCY EVACUATION

RESPONSIBILITIES and ACTIONS

- **Blow your whistle twice** – if you are advised by a child or visitor or other member of staff that there is a fire or dangerous occurrence requiring evacuation – and/or you discover a fire or dangerous occurrence in the building or surrounding area.
- Person in charge as detailed below OR the member of staff nearest to the Welcome Station collects the Red Grab Bag (containing phone with children's contact details and other contact details, spare set of keys, First-Aid kit, Emergency holding rope), Staff Register, Children Register, Visitor's Books, Keys for the Gate
- Person in Charge OR member of staff nearest the Emergency Exit Door leads the children, visitors, staff, through the exit door – if this is the playground door – down the slope, unlocks the gate and requests an adult to hold the gate – around the car park and to the Emergency Evacuation Point (top right of car park)
- Checking Toilets, Stairs, Kitchen, Office, Under Tables and Equipment To be done by the Deputy in charge for the session in descending order as detailed below.

- **Person in Charge OR member of staff leading out, calls out the register of children, staff register and visitor's book to ensure that all persons in the building are out of the building. This should be done at the Emergency Evacuation Point and reported back to the Person in Charge.**
- **Person in Charge should take the responsibility of calling Emergency Services at the earliest opportunity from the Mobile Phone. If Person in Charge is not able to do this the next Person in Charge as detailed below should take the responsibility of doing this. THERE SHOULD BE NO DELAY IN MAKING THE CALL.**

Person in Charge for the Session in descending order:

1. Pippa
2. Amy
3. Charlotte N
4. Adriana

FIRE EVACUATION PLAN

NO-ONE IS TO ATTEMPT TO PUT OUT A FIRE OR LOOK FOR A GAS LEAK

THE SAFETY OF THE CHILDREN, STAFF AND VISITORS IS A PRIORITY

On discovering a fire or suspecting a gas leak IMMEDIATELY blow your orange fire whistle or request a member of staff to blow their whistle twice	All Staff/Volunteers/Visitors
On hearing the whistle go to the first safe fire exit: 1. Double Doors to playground 2. Fire Exit to the right hand side of kitchen Collect: Grab Bag Children's Register Staff Register Visitors Book Keys for Gate	Person in charge for the session OR Member of Staff Nearest Welcome Station
On hearing the whistle STOP what you are doing and direct/help children to the first safe fire exit: 1. Double Doors to Playground 2. Fire Exit to the right hand side of kitchen DO NOT STOP TO COLLECT ANY PERSONAL ITEMS OR CLOTHING FOR YOURSELF OR THE CHILDREN	All – other than the person in charge and visitors
On hearing the whistle STOP what you are doing DO NOT STOP TO COLLECT ANY PERSON ITEM OR CLOTHING	Visitors
CHECK TOILETS, STAIRS, KITCHEN, OFFICE, UNDER TABLES AND EQUIPMENT	Deputy in charge for the session
ALL STAFF AND CHILDREN AND VISITORS TO BE LED OUT BY:	Person in charge for the session Or Member of Staff nearest the Exit Door
ALL STAFF, CHILDREN AND VISITORS TO CONGREGATE AT THE TOP RIGHT HAND SIDE OF THE CAR PARK MARKED "EMERGENCY EVACUATION POINT"	ALL
REGISTER AND VISITORS TO BE ACCOUNTED FOR	Person in charge
CALL THE EMERGENCY SERVICES	Person in charge

NO-ONE IS PERMITTED TO RETURN TO THE BUILDING UNTIL THE EMERGENCY SERVICES ADVISE THE PERSON IN CHARGE THAT IT IS SAFE TO DO SO

EMERGENCY
EVACUATION
REMEMBER!

1. GRAB BAG
2. CHILDREN REGISTER
3. STAFF REGISTER
4. VISITORS BOOK
5. SHUT THE DOOR!

In the event of an Emergency

Please Dial (9)999 or (9)112

Quote the address:

St Barnabas Church Hall

Quarry Road

Tunbridge Wells

Kent TN1 2EY

and

Our telephone number: 01892 616160

Be sure to mention that we are next to the church and not at the school to avoid any confusion and potential delays