

Richmond Hillbillies Policies and Procedures 2020/2021

Richmond



Hillbillies

Emergency Evacuations

Hillbillies will hold at least one emergency evacuation (fire drill) per term. The drill will be recorded on the emergency evacuation record sheet. The Club manager will ensure this is completed. Any children who have not understood the reasons or seriousness of the practice will have this explained to them after returning to the club.

When the alarm is sounded (a whistle blown continually or the real fire alarm) staff will assist the children in leaving the premises quickly and calmly by the safest fire exit. All exits are clearly marked and are not to be obstructed at any time. We do not stop to use any fire fighting equipment, our priority is to evacuate and contact the fire brigade. The playcarers will escort the children from the building in a calm and safe manner. Playcarers will ensure children do not attempt to collect their belongings. The Club manager / deputy will collect the register, contact details, mobile phone and either check the toilets, and other rooms etc herself or delegate the job to another playcarer.

The group will congregate at the designated area:

The designated meeting place is at the bottom of the KS2 school playground.

The register will be called and we will return to the club only when the Club manager / deputy give the 'all clear'. If the alarm has been set off without our prior knowledge the Club manager / deputy will confirm with the appropriate person that it is safe before returning to the building.

The same procedure is used for any type of emergency evacuation.

If deemed necessary to close the building the emergency closure procedure will be followed. (Please see Emergency Closure Policy)