

# **Banwell Buddies Fire Evacuation Procedure**

All staff members are responsible for the Health and Safety of all persons using Banwell Buddies.

## ***Each staff member must ensure that;***

- All exit doors are unlocked
- All corridors and door ways are kept free of any obstruction
- They are fully aware of the location of all fire alarm points
- They are trained and practiced in the evacuation procedure
- All fire extinguishers are in their allocated position and are operational
- A phone is available at all times
- They understand their allocated specific tasks in an emergency
- They have received basic fire safety training
- They are competent at carrying out the fire drill

Fire drills are carried out during the first and last week of every half term and must be carried out within two weeks of a new intake of children.

## ***What to do in the event of discovering a fire;***

- Stay Calm
- Press the nearest red fire alarm point
- The leader will collect the register and visitors book
- The leader will also collect a phone and call the fire brigade
- Walk don't run
- The deputy and assistant will lead the children out of the building through the relevant fire exit
- Fire exits can be found at the main entrance, rear exit and the decking doors
- Do not stop to pick up your belongings
- The leader will check the toilets and all rooms before leaving the building
- The children will be taken to the relevant safety assembly point  
(Assembly points are the primary school playground and the lane at the rear of the building)
- The leader will take the register and check visitors book
- We await further instructions from the fire brigade

In the event of the decking or primary school being on fire we exit through the main entrance door and proceed to the top school gate, the lane is used as the assembly point. We await further instructions from the fire brigade