



Quackers After School Club

## **Evacuation Procedure**

The following procedures are to be followed should the need arise to evacuate Quackers due to fire or any other hazardous situation. This is also the procedure that should be followed in the event of a fire at Rucstall Primary. This procedure is what will be followed in the event of a fire at Quackers.

- The fire alarm should go off. If this does not happen raise the alarm by shouting “fire alarm” and sound the alarm.
- All children and adults to leave current activity and follow nearest staff member to the nearest fire exit, according to where the fire or hazardous situation is situated. Staff with children not in the main room should lead them out by the safest exit for them and re-join the group outside.
- The Manager will collect the register, emergency contact numbers, emergency mobile and, if it is safe, will check that all rooms used by the group are empty.
- The children are lead out through the nearest fire exit to the fire assembly point **(located in school playground)** where the register will be taken.
- The Manager will contact the emergency services.
- If it is not safe to re-enter the building, children should be taken to a safe place in this order of preference
  - Rucstall Primary School – KS2 playground
  - Rucstall Community Centre
- Please stay calm and comfort and reassure the children as necessary.

**Remember, do not stop to collect any personal belongings or re-enter the building until you are told it is safe to do so.**

Signed on behalf of Quackers After School Club: \_\_\_\_\_

Position: \_\_\_\_\_