

# **Tilehurst Junior Youth Club**

## **Fire Evacuation Procedures**

Register to be kept to show all people coming on premises and all people leaving the premises.

If a fire is discovered:

The Co-ordinator will...

- call the Fire Brigade;
- instruct individual staff to clear specific areas;
- collect the register;
- make a final check of building before leaving;

Staff will...

- direct children to the nearest safe exit;
- walk the children down the Fire Escapes;
- walk children from the rear Assembly Point to the War Memorial as quickly as possible making sure nobody is left behind;
- ask children if anyone is missing.

The Co-ordinator will then...

- take the register
- report and liaise with Fire Officer.

The lift will not be used to exit the building in case of a fire.

Nobody re-enters without the Fire Officers authority

If we can re-enter the building children must be checked back in using register.

If we cannot re-enter the building

- Parents phoned using available mobile phones.
- No children to be allowed to leave without parents