

Twilight Hours After School Club

Emergency Evacuation Plan

We may have to leave the buildings quickly in the situations described in the Critical Incident Policy. At all times staff should remain calm and re-assure the children.

- The alarm should be sounded by the staff member who is alerted to the issue. This should either be 3 long blasts on a whistle (if available) or the shout 'Evacuate, Evacuate, Evacuate'.
- The staff member closest to the grab bag should pick up the bag, head towards the closest emergency exit and remove the Register.
- The children should line up at this exit and a head count be taken, meanwhile, the expected number should be counted on the Register.
- Meanwhile, if there is a third member of staff working, they should check the toilets.
- No one, including staff, should stop to gather personal belongings.
- If we know everyone is accounted for then everyone should leave together.
- A staff member should take the Grab Bag and lead the children out.
- In we have anyone missing then a staff member should remain inside to search for them before joining the others whilst this is safe to do so.
- The group should then head to the Assembly Point where a full Register should be taken and noted.
- The person in charge should ring 999.
- If there is anyone missing, then the emergency services should be advised urgently.
- Once we are sure that all of the children and staff members are accounted for, we will await assistance from the relevant authorities.
- Parents/carers should be contacted to come to collect their children unless it is a false alarm.
- No-one from Twilight should re-enter the building until advised it is safe to do so.

At **All Saints' Junior School**, the Fire Assembly Point is at the bottom of the top playground

At **Churchtown School**, the Fire Assembly Point is on the Playground.

At **All Saints Infant School**, the Fire Assembly Point is on the top Playground.

At **Wirksworth Junior School**, the Fire Assembly Point is the Staff Car Park.

This policy was adopted by: Twilight Hours ASC	Date: 24/06/2020	Policy No: EM 002
To be reviewed:	Signed:	
Policy Name: Emergency Evacuation Plan	Signed:	