



# The Dell Out of School Club

Registered Charity No. 1038546

## DP – 1.04

Fire Safety & Emergency  
Evacuation/  
Lockdown Procedures  
Reviewed 1<sup>st</sup> Nov  
2017  
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## FIRE SAFETY

The Dell is vigilant in ensuring that the risk of fire is kept to a minimum. This involves clear, well-understood procedures in the case of fire. Staff and volunteers must be able to react quickly and effectively to suspected fire hazards or the outbreak of fire. The children must also be aware of their role.

The Dell ensures this through:

- ensuring that staff, volunteers and children are well versed in fire safety, and precautions and are involved in regular fire drills and lockdown practices.
- fire drills or a lockdown practice are carried out at least once a term in each part of the club and once during the long holiday scheme and allow children and staff to recognise the fire alarm/bell and act accordingly
- we spend time discussing fire evacuation and telling the children what is expected of them during these emergency procedures.
- fire exits and escape routes are clearly marked, well lit and never blocked in any way. Nor are fire doors wedged open.
- fire fighting equipment, alarms and means of escape are regularly checked (the LEA will ensure this is done on a formal basis with fire officers)
- electrical equipment is regularly checked and used safely (through the school's checking system).
- The Dell is a no-smoking environment.

### i) Fire Regulations and Precautions

Fire regulations and precautions affecting the school buildings which the Dell uses are set out in Government guidelines and the LEA is responsible for ensuring regulations and precautions are appropriate. The LEA is responsible for ensuring printed fire notices are displayed in prominent positions and the Dells management are responsible for ensuring these are in place and staff are familiar with them. In conjunction with the LEA the school arranges fire inspections to be carried out. However, all Dell staff and volunteers should be confident in:

- fire procedures
- means of escape
- fire instructions



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- use of extinguishers
- drills

The Dell Procedure is as follows.

### **IN CASE OF FIRE**

#### **IF FIRE ALARM IS SOUNDED**

- All Children should assemble quickly and quietly and in an orderly manner.
- Each Club will evacuate the building/premises immediately via the nearest safe exit and then proceed at normal walking pace to the playground.
- Once assembled a head count (for speed) will be done by the senior member of staff.
- The day's club register and registration forms will be taken by Club leader(s) to the playground and children checked against it by the club leader.
- The staff list for the day will also be checked by the club leader.
- Should a child, member of staff or volunteer thought to be 'missing', staff, volunteers or children will NOT RETURN TO THE BUILDING but will notify the person in charge (Co-ordinator/Manager ) immediately and then report to fire fighters on their arrival.

#### **ANYONE DISCOVERING A FIRE MUST**

- Sound the Alarm
- Evacuate the premises as above
- Not allow delays collecting coats and belongings etc.
- Ensure the Fire Service has been called.

#### **AT ALL TIMES STAFF MUST**

- Be aware of fire risks and precautions
- Notify the co-ordinator/Health and Safety Officer of any deficiencies in precautions; they will raise the matter with the school head teacher and / or Dell committee.



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# EMERGENCY EVACUATION /FIRE DRILL PROCEDURE

(ON NOTICE BOARDS)

Always be aware of fire risks and fire procedure and notify the Manager of any concerns you have regarding fire risks.

Ensure you are aware of your role in a fire drill, look to the Manager or Senior Playleaders for guidance.

Toilets must be checked and doors closed.

The person in charge will take the register (children and staff), registration forms and phone.

Keep the children calm and escort them to the meeting place. (playing field- near wall at Morgans School and playing field at Abel Smith School)

A head count will be taken for speed then the Manager will take the register.

A fire evacuation will be undertaken termly.

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## Whistle Policy

The use of the whistle is for outside and emergency use. It is to be used by senior staff in an extreme emergency as a tool to get the children's urgent attention i.e. a Fire Evacuation. NB The whistle is not used in day to day activities Listening for the whistle is in the Dell safety rules and everyone is encouraged to act quickly and pay attention - on hearing the whistle.

At one blast of the whistle, everyone should stop and listen. Playleaders should be looking for the Senior Playleader to identify what is happening.

If a second blast is heard, children should go to the nearest Playleader as quickly as possible. Staff need to check with Senior Playleaders what action is required and ensure that all children are acting quickly.



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## Lockdown procedure

On occasions it is necessary to implement lockdown procedures to ensure that the children are kept safe during a dangerous event or occurrence (for example a stranger accessing the school with a knife or a gun).

In this situation the children would be brought together into the nearest secure room and a register taken. Doors would be locked and children would be asked to come away from windows or doors where they could be seen. Senior staff would contact the police or member of staff within the school to inform as necessary and await further instructions on whether to stay put or evacuate to a safer place. The focus would be to try and keep the children calm and comfortable and ensure that they felt secure until further help could be provided.

We would ask that during a lockdown that parents don't ring the setting as it is important for the setting to have the phone free to take any emergency instruction from the emergency services. In addition it may be the case that silence is required to keep the children safe and so during lock down it may not be possible to answer any telephone calls. We realise that in these circumstances it may not be possible to collect your children as planned. In this situation we will ensure the children's safety and make contact you with any update on what is happening and when and where you can collect your children.

It is suggested that parents don't come to the site if a lockdown is in progress as they may put themselves at risk. And so we ask parents to wait at home until further contact is made.

In Summary staff need to operate in accordance with our Emergency Evacuation Procedures (3.55 Safety and suitability of premises) :-

- We will follow the stay safe principles of Run Hide Tell and will practice elements of this with the children in our care
- Decide quickly where the children would be safest ideally in a locked building or classroom.
- Doors should be locked and any curtains or blinds drawn.
- Children and staff should stay away from windows and doors. Where they may be seen
- Senior staff would make contact with the police and wait for further instructions
- The Dell phone to be used for incoming and outgoing calls to emergency services only.
- Ensure the phones are on silent or vibrate alert.
- Staff will follow advice given from emergency services on what to do next.
- Phone calls from parents to be coordinated off site via the Business Manager or Manager of our other setting.
- The children should be kept calm and comfortable and secure until help arrives.



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Parents are encouraged with staff to read Moggys coming with the children – which is a book designed for Primary aged children and what to do in the event of a terror attack..... Literature is also available from the NPCC

*Policy adopted: 2017*

*Approved by:*

*Co-ordinator*

*Chair*

*Review Date:*

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