

O.L.L.Y (Our Lost Love Years)

EMERGENCY PROCEEDURE POLICY

In the event of an emergency arising such as a fire, gas leak, bomb scare or a critical incident outside the centre the following procedures must be followed:

If the fire alarm sounds all occupants of the building will be evacuate by the nearest available exit and go directed to the Assembly point located in the OLLY car park.

On an outing an Assembly point will be confirmed.

Visitors to the centre including adults and children will be made aware of our fire procedures during their induction.

The administration staff are responsible for telephoning the emergency services 999 and taking the registers, including visitors' book, to the Assembly point. Registers are taken at assembly point to ensure nobody is left in the building. Emergency services will be informed if there is anyone left inside the centre.

PROCEDURE TO BE FOLLOWED UPON HEARING THE FIRE ALARM

Staff should lead by example by staying calm at all times.

Stop whatever you are doing and instruct the children to do the same.

Leave all personal belongings behind

Close all the windows.

Gather the children at the fire exit.

Ensure all doors are closed behind you.

All children should be evacuated from the building as quickly and as calmly as possible.

Remember to stay calm and to keep the children calm.

Ensure that a member of staff checks all rooms.

DO NOT USE LIFT: In the eventuality of a child/adult who needs to use the lift, they would be carried down the stairs with assistance.

Administration staff will collect the registers, first aid kit and phone the fire brigade.

All children and staff will meet at the designated assembly point: The OLLY car park, outside Bensons for Beds back doors or outside on Riding Street (All children and visitors' will be informed of the assembly point during their induction)

The register is to be taken as soon as everyone who can get out has assembled at the assembly point. Fire fighters can now be informed of anyone still trapped inside the building.

No Children are to leave the assembly point without the consent of the person in charge (Lee McVoy) if unavailable a person will be designated.

Any child who is collected during an evacuation must be signed out by the parents/main carer on the register so there can be no confusion as to where the children are. Whilst outside children should be kept calm and in the designated area. Once the fire brigade has proclaimed the building safe staff and children can re-enter the building. Once inside the register will be retaken.

In the case of a gas leak a member of staff will turn the gas supply off if safe to do so. The gas main is situated in the staff kitchen underneath the sink. A member of staff will check all the rooms to make sure there is nobody left in the building. A member of the administration team will ring, British Gas on (0800-111-999) Follow the evacuation procedure.

In the case of a caller claiming there is a bomb or similar threat to the centre. Evacuate the building by raising the alarm and following the evacuation procedure. The emergency services will be alerted.