

# TAYLORED SCIENCE Emergency Evacuation Procedure

Reviewed August 2024 – Andrea Taylor

Next Review August 2025

Parents of children attending activity sessions with Taylored Science should expect their children to be kept safe.

## **Emergency Evacuation Strategy in a Building with an Emergency Evacuation Plan**

If an activity session is taking place in a building with an Emergency Evacuation Plan, Taylored Science will ensure that activity leaders have a clear understanding of the evacuation procedures which apply in that setting and, if the alarm sounds, will issue appropriate instructions to the children and escort them out of the building to the designated assembly point.

## **Emergency Evacuation Strategy in a Private Residence/Building**

If an activity session is taking place in a private residence or building and there is no formal evacuation plan in place, Taylored Science will take advice from the owners of the setting as to escape routes and a suitable assembly point to ensure that the children are evacuated safely.

## **Action on Discovering a Fire**

The safety of children will always be the priority of Taylored Science. On discovering a fire, an immediate visual risk assessment must be made by the responsible adult as to the course of action they will take. If the fire is very small *and* contained *and* easily extinguishable, a common-sense, approach may be taken by a capable adult to extinguish the fire. If there is any doubt whatsoever in the mind of the risk assessor that the fire cannot be easily and immediately extinguished, the alarm should be raised, and the children evacuated. The safety of the children must always be the primary consideration. The adult in charge should call 999 as soon as is practicable.

## **Action on Hearing the Fire Alarm**

On hearing the fire alarm, the adult in charge will escort the children out of the building to the designated assembly point (or appropriate assembly area on private premises) taking care to identify the last child in the line and visually ensure that they have shut the door behind them and are following the other children. The lead adult will collect the group register. Where two adults are present, one will lead the children out and one will follow the children. No-one should stop to collect personal possessions and the children will be instructed to walk calmly and in silence. If the designated escape route is blocked, the leading adult will decide on an alternative route.

## **Calling the Fire Service**

On hearing a fire alarm, it cannot be assumed that this will automatically alert the Fire Service. Whilst ensuring that the evacuation of the children remains their primary concern, the adult in charge should phone 999.

## **Assembly Point and Roll Call**

Once safely assembled outside, the lead adult will take a register of children and adults. If there are any individuals missing, the lead adult will inform the fire brigade. No-one should re-enter the building until the Fire Officer in charge has deemed it safe to do so.