

## Inverbrothock Out of School Care Club

Charity Number: SC030097

### Fire Drill Procedure

At Inverbrothock out of school care club we have a fire drill procedure to keep all children, staff, and visitors to the club safe during evacuation in an emergency.

- On hearing the fire alarm all children stop what they are doing and form an orderly line behind the appointed member of staff at the fire exit door
- The children are to be led out of the building by staff to the fire assembly point (in front of the bike shed by the trim trail).
- Manager/lead practitioner is responsible for checking the building for any children/visitors/staff still inside. They are also to take the register with them to check that all children/staff/visitors are present at the assembly point.
- Staff should line the children up in front of the bike shed and the Manger/Lead practitioner should count all the children to make sure they are all present and correct.
- The janitor on duty should be called and on their advice the fire brigade should be called.
- Any children with additional support needs will be assisted by a member of staff. A staff member will be appointed this duty.
- In the event of a fire the children will be taken to the park outside the school to be collected by their nominated adult as soon as possible
- Fire drills will be carried out once a term and logged on the register

The above procedure is approved and hereby adopted by the IOOSCC Committee

Updated February 2023.