



Fire Evacuation Procedure



updated June 2019

This procedure applies to the Kennington Youth Club building. For events that occur away from the club, members shall follow the procedures laid out by the establishment used, or in the instance of an outdoors activity, as identified by the Youth Leader.

At all times a register will be kept to show all people coming on to the premises and all people leaving the premises.

If a fire is discovered:

- Activate the nearest Fire Alarm call point.
- Young people should tell an adults where they discovered the fire.
- Adults should alert the most senior leader present. This will normally be the Youth Leader. They shall adopt the role of Co-ordinator.
- The Co-ordinator will make the decision whether it is necessary to evacuate.

If evacuation is necessary:

The Co-ordinator will...

- instruct adults to clear specific areas.
- collect the register.
- call the Fire Brigade.
- proceed to the Assembly Point outside the Health Centre.

Adults will...

- direct and escort all persons on the premises to the nearest safe exit, and to the Assembly Point outside the Health Centre, removing the 'area clear' cards.
- ask children/young people if anyone is missing.
- keep all persons in an orderly manner at the evacuation point.

The Co-ordinator will then...

- take the register (if 'area clear' cards deem somebody is missing).
- report and liaise with the Fire Officer.

Nobody re-enters the premises without the Fire Officer's authority. If we can re-enter the building all personnel must be checked back in using the register and should re-enter in a calm and orderly manner.

If we cannot re-enter the building

- Parents and carers phoned using available mobile phones.
- No children to be allowed to leave without parents/carers.

Fire Drills

Fire Drills will be carried out three times a year. The Co-ordinator will record this in the fire log book.

(Reviewed annually)