**KNIGHTWOOD KIDS CLUB**

 **OFSTED REGISTRATION NUMBER 110551**

 **CHARITY NUMBER 1081786 – KIDS CLUB NETWORK 4734**

 **C/O KNIGHTWOOD PRIMARY SCHOOL, BELLFLOWER WAY,**

 **CHANDLERS FORD, HAMPSHIRE, SO53 4HW**

**FIRE DRILL, EVACUATION PROCEDURES AND STRATEGY**

**It is KKC’s Fire Officer’s responsibility to plan a fire drill. A log is kept of the date and time of the fire drill and the time taken to evacuate the building.**

**ESCAPE ROUTES**

* **The Fire Officer must ensure all escape routes remain free from obstruction at all times.**
* **Furniture and display materials are to be positioned away from fire exits.**
* **Children must be aware of escape routes and fire exits.**
* **Fire exit signs are to be displayed clearly so that children can be directed to safety.**

**FIRE DRILL AND EVACUATION**

* **A fire drill is to be carried out regularly, and particularly in September when there is a new intake of children to the club.**
* **No advance warning is to be given for the fire drill. When the whistle sounds, children should assume it is a real fire and evacuation should take place as quickly as possible.**
* **Once children have exited the building they should assemble between the two gates on the path leading to the school premises or if dangerous on the green by the Bellflower Way Park.**
* **All staff and children must be recorded as present to highlight any missing persons.**

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**FIRE STRATEGY**

* **On hearing the fire alarm bell, children should immediately stand or sit where they are in silence.**
* **Should the alarm sound in the main room, the Fire Officer /Manager will determine the approximate position of the fire and advise staff and children on the safest fire exit. It is important to note that in the event of a fire being located in the food tech area, the safest exit is past the toilets on the right hand side of the room and out of the side entrance.**
* **The Fire Officer or a staff member will do a quick head count of the children as they leave the building. There will be a record of the number of children who are in the building or outside.**
* **The children should then be led out of the building to congregate in the area between the two gates that lead in to the school grounds.**
* **The Fire Officer will systematically check the children’s and adult’s toilets on his/her way out and include any other rooms that may have been used by the club.**
* **The Fire Officer/Manager will collect the attendance register and the registration forms before leaving the building.**
* **When everyone is registered and accounted for, the Fire Officer will announce the need of the fire drill. In the event of a real fire, the Fire Officer/Manager will wait for the arrival of the Fire Brigade and await further instructions. If the Fire Officer/Manager deems the children will be at risk where they are, then they will be escorted to the play park in Bellflower Way.**
* **If a child is not accounted for, then the Manager will organise staff to undertake a thorough search of the buildings if safe to do so or inform the Fire Brigade.**

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**Policy Start Date ……………………………………………………… 1st September 2000**

**Policy Reviewed Date ………………………………………………. 14th August 2015**

**Policy Reviewed Date ……………………………………………… 19th March 2019**

**Policy Reviewed Date ……………………………………………… January 2024**

**Knightwood Kids Club Fire Officer is SARAH TRAYHORNE**