

Beatle Woods

Emergency Evacuation Policy and Procedures

In case of fire:

Fire Marshall: Rachel Macbeth-Webb

Deputy Fire Marshall: Claire Sargeant

Stage One:

As soon as a fire is identified, the manager or member of staff will blow the whistle three times.

Upon hearing this, all adults and children should immediately stop what they are doing, leave any resources or belongings and do the follow:

Stage Two:

Staff will account for the presence of children and adults and assemble the group ready to evacuate.

Evacuation Areas:

- Area adjacent to the main entry gates to the paddock.

Fire Marshall or Deputy Fire Marshall to collect the lock boxes/registers.

Stage Three:

A final headcount will be made by the Fire Marshall or Deputy Fire Marshall, and upon all children and adults being present, evacuation will begin immediately, taking the safest (not necessarily the quickest) route. The fire brigade will be called en route.

1. The designated on-site manager (either manager, deputy or 3rd in charge) will join the person who raised the alarm, evaluate the situation and decide if intervention is safe, or if evacuation should continue. If necessary, the police will be phoned,
2. The remaining staff on site will gather the children, doing a headcount to ensure all children are present and staff accounted for. The lock boxes are to be collected before the group moves swiftly to the designated evacuation area – the Safe Zone – where the group will await further instruction from the onsite manager.

In case of other evacuation requirements in the outdoor setting:

Evacuation may be required from the outdoor setting in the event of strong winds (causing a risk of tree

branches to fall), lightening or other natural phenomena. In the event of strong weather, qualified practitioners will use their best judgment as to whether evacuation is required.

In this situation, a member of staff will call the group together. The group shall assemble at Base Camp, away from trees where staff will headcount all children and adults. The Manager will then do a risk assessment and assess whether it is safe to evacuate the site (eg there is no danger of falling branches or lightning). If evacuation is necessary, temporary safe shelter will be sought in The Grange Building.

If it is unsafe to leave, the staff and children shall remain at the evacuation point. The Manager will regularly check the conditions and wait until it is safe.