



Fire and Evacuation Procedure Policy

Purpose: To provide clear guidance for staff and participants in the event of a fire or emergency requiring evacuation.

Policy Statement:

- Lead staff are responsible for preparing **session-specific fire and evacuation procedures** for each session.
- These procedures must be **briefed to all assistant staff before the session**.
- Fire drills are conducted **once a year at all venues** and additionally **once a year at holiday club venues**.

Contents of Fire and Evacuation Procedures:

1. **Inside and Outside Evacuation Plans** – instructions for moving participants safely indoors and outdoors.
2. **Staff Roles** – lead staff, assistants, first aiders, and evacuation marshals.
3. **Emergency Contact Numbers** – fire service and venue contacts.
4. **Alarm Procedures** – how to raise the alarm, what signals to use.
5. **Evacuation Process** – step-by-step instructions for safe movement to assembly points.
6. **Headcount Procedures** – check all participants and staff are accounted for.
7. **Special Requirements** – evacuation for participants with disabilities or medical needs.
8. **Post-Evacuation Actions** – reporting, communication with parents/guardians, and managing the venue until safe.

Procedures:

- Lead staff draft the fire and evacuation plan **for each session**.
- Assistant staff are briefed on **key elements** before the session.
- Fire drills are **scheduled annually** and recorded.
- Any changes to session format, participant numbers, or staffing trigger a **review of procedures**.

- All incidents and drills are logged and reviewed to improve safety.

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