



for accessible play and support

## Emergency Evacuation Policy

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Lead Officer	Operations Manager

### Version Control

- All key documents including Policies, Procedures and Processes will have a version control table to assist with tracking the development of the document.
- All draft versions will show as numbers after a decimal point and each full version will show before the decimal point as follows.
- The version number will appear in the document header along with the document title.

Date	Version Number	Notes
December 2024	v0.1	Drafted November 2024 by Lucy Gillgrass
January 2025	V1.0	Agreed January 2025 by trustees

### Document Status

- This is a controlled document. Whilst this document may be printed, the electronic version posted on the website is the controlled copy. Any printed copies of this document are not controlled.
- As a controlled document, this document must not be saved onto local or network drives but must always be accessed from the website.

## Who is covered by this policy?

All staff. Volunteers and users of the Centre.

## What is covered by this policy?

This policy covers the procedures in the event of an emergency requiring evacuation.

## Purpose

The purpose of this Emergency Evacuation Policy is to outline the procedures and responsibilities for ensuring the safe and efficient evacuation of all personnel, visitors, and contractors in the event of an emergency. To ensure the safety and well-being of children, families, staff, and visitors in the event of an emergency requiring evacuation, such as a fire, gas leak, or other immediate hazards, and to ensure that all staff understand their responsibilities. It also covers the closure procedure for SPACE in the event of emergencies.

## The policy

SPACE is committed to ensuring that all individuals on-site are evacuated quickly and safely during an emergency. Regular drills, staff training, and clear communication ensure preparedness for any eventuality.

This policy aims to:

- Provide clear procedures for evacuating the premises safely and efficiently and for emergency closures for families, staff, and volunteers.
- Ensure all staff are trained in evacuation procedures.
- Minimise risks during an emergency.
- Accommodate the unique challenges that evacuating a soft-play centre might entail.

## Emergency Closures

SPACE does not take the decision to close lightly, but sometimes it may be necessary to close at short notice.

These reasons may include:

- Serious weather conditions
- Heating system failure
- Burst water pipes
- Fire or bomb scare/explosion
- Death of a member of staff/service user
- Assault of a member of staff/service user
- Serious accident, incident, or illness
- Staffing crisis

## Evacuation Procedure

- In case of an emergency, the alarm system will be activated immediately by the person identifying the hazard.
- Staff will remain calm and instruct service users and visitors to stop activities and prepare to leave the premises through the nearest fire exit and make their way to the Designated Assembly Point.
- Emergency services should be contacted, if necessary, by calling 999 at the earliest and safest opportunity.
- Responsibility of the evacuation of children lies with the parent/carer during an emergency evacuation of a play session. Staff will be on hand to assist, if they can do so safely.
- The Project Coordinator will perform a final sweep to ensure no one is left in the building, bathrooms, or any enclosed space, provided it is safe to do so.
- Parents/carers will be instructed to the Assembly Point and must not attempt to re-enter the building to retrieve any possessions and belongings. Once outside, they must wait with their children.
- The Project Coordinator must take a register and inform the emergency services immediately if there is anybody unaccounted for.
- A member of staff should bring a First Aid Kit, if it is safe to do so during the evacuation process.
- Re-entry to the building is prohibited until emergency services deem it safe to access.
- Staff should assist in leading people to the Designated Assembly Point at SPACE. This is in the Car Park, at the furthest bay away from the Car Park entrance. It is marked out by a Fire Assembly sign.

## Evacuation Steps for Activity Club and Sibling Group

- **Alert:** Upon hearing the alarm, immediately cease all activities and prepare to evacuate.
- **Evacuation Route:** Use the nearest marked evacuation route. Follow illuminated signs and floor markings to guide you to the exit.
- **Assembly Points:** Proceed to the designated Assembly Point located in the carpark. These points are clearly marked and must be used by all evacuees.
- **Accountability:** Once at the Assembly Point, report to the assigned marshal for a roll call. Stay at the assembly point until further instructions are given.

Note: Emergency exits and evacuation routes are displayed on floor plans located throughout the premises.

- Staff should assist any child with mobility issues or additional needs.

- Staff will close doors behind them to slow the spread of fire or smoke.
- Any missing person will be reported to emergency services immediately.
- Staff will follow instructions from emergency services and ensure children remain safe and calm.
- Re-entry to the building is prohibited until it has been declared safe by emergency services.
- In the event of a fire, parents will be contacted to collect their children from the Assembly Point located at SPACE.
- All children will be supervised until they are safely collected.
- If contact cannot be reached with a parent or emergency contact, SPACE will follow its Uncollected Child procedure.
- A member of staff should bring a First Aid Kit if it is safe to do so during the evacuation process.

### Roles and Responsibilities

Staff will ensure they are familiar with evacuation routes and procedures and that they can provide clear instructions during an emergency evacuation. Staff must attend regular fire safety and evacuation training. During the Induction process, all staff and volunteers receive appropriate fire safety training, and the SPACE procedures are outlined to them at this point.

The **Project Coordinator** and **Operations Manager** will conduct regular risk assessments and review evacuation procedures for Activity Club. **The Project Coordinator** will ensure that information for all children is maintained and updated with the most recent contact information. In the event of a fire, they will liaise with emergency services and coordinate the evacuation.

**The Operations Manager** will conduct fire drills at least once per term and document outcomes. They will also ensure training is completed by the relevant staff on the basics of Fire Safety and Fire Safety for the Responsible Person.

**The role of Fire Marshal lies with the Operations Manager**, and they are responsible for maintaining the appropriate fire measures around the building, and that regular fire safety assessments are conducted by fire safety specialists.

**The Operations Manager** is also responsible for overseeing that staff and volunteers have a relevant.

**The CEO** is responsible for ensuring an external fire risk assessment is carried out every 5 years.

It is the parents' responsibility to ensure Activity Club and Sibling Group have up-to-date emergency contact details and that children are collected promptly if notified during an emergency.

## Training and Dissemination

Relevant training for fire safety will occur at induction for all staff and volunteers. This sets out the SPACE procedure for what to do in the event of a fire.

New families attending SPACE will receive a tour that outlines where the Designated Assembly Point is and the evacuation procedure in the event of an emergency.

Project Coordinators will receive training appropriate to their level including:

- Health and Safety for Managers
- Fire Safety for Managers

The Operations Manager is responsible for overseeing that training is completed and recorded accurately. They are also the designated Fire Warden.

They will complete:

- Health and Safety for Managers
- Fire Safety for Managers
- Fire Safety for the Fire Warden

## Links to other policies

Health & Safety Policy

Lockdown Procedure