



Evacuation Policy

Emergency Evacuation Plan

Emergency Evacuation Plan For	1st Little Paxton Scout Group
Premises Address	Scout Hut, High Street, Little Paxton PE19 6EY
Plan Date	31st March 2025
Review Date	31st March 2028

Fire/Evacuation Assembly Point:

Multi Use Games Area - (MUGA)

Concrete Basketball Court next to Little Paxton Village Hall



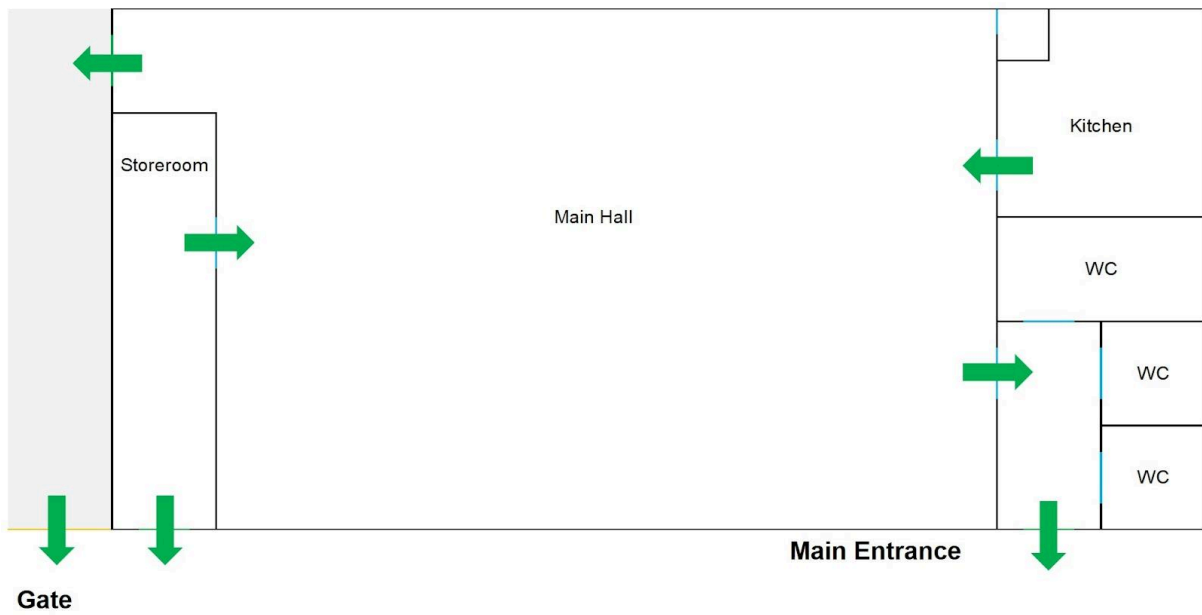
If need to evacuate further away

Far Side of Queen Elizabeth II Playing Fields - Near the Mound



Escape Routes in Scout Hut

1st Little Paxton Scout Headquarters



Sound of the Alarm:

The sound of the alarm will be

- A shouted warning
 - Fire, Fire, Fire,
 - Evacuate, Evacuate, Evacuate,
 - Leave the Building
- A continuously sound of an alarm (Smoke, Carbon Monoxide Alarm)

Raising the Alarm:

If the fire is discovered by an adult member, or someone has alerted an adult member of a fire, the alarm will be raised by commencing the shouting warning.

If fire is detected by automatic detectors, this will trigger the smoke alarm.

If a harmful substance, a harmful spillage, a suspicious package or device has been identified by an adult member or someone has alerted an adult member of the item, the alarm will be raised by commencing the shouting warning to evacuate.

Actions members should take on hearing the alarm:

- Adult Members of Scouting (Warranted Leader) will lead the fire evacuation.
- Adult members will commence the evacuation of the building - ensuring this is done in a calm and orderly manner. Making sure all young people head towards the emergency exit.
- Adult Members need to ensure that the First Aid Kit, Weather-proof Blanket, and the register are taken with them.
- Adult Members should be the last to leave the building ensuring that the area has been checked for any other young members or adults before leaving.
- Meet at the Emergency Assembly Point.
- Lead Adult to take a register to check all members are accounted for.
- Adults phone the Emergency Services on 999 and request attendance of the emergency services needed for the evacuation. (Fire, Ambulance, Police).
- When appropriate, Lead Adult will contact the Lead Volunteer and inform of the evacuation.

Additional Notes

Fighting Fires

- Fighting Fire. Adult Members need to ensure that the evacuation of Young People takes priority.
- Fire Extinguishers will only be used where:
 - Staff have received training and feel confident in their use.
 - Where and When it is deemed safe and necessary to do so.
 - To clear the evacuation route.
 - The fire is small.
- **Personal and Young people's safety always takes priority and, if in any doubt, adult members should not attempt to extinguish the fire.**

Equipment Needed to effect the emergency evacuation

- Mobile Phone - With Access to OSM
- First Aid Kit
- Weather-Proof Blankets
- Register of Young People

If Unable to access OSM,

Contact the Lead Volunteer to organise contact through the OSM system.