



## **KidzQuest Emergency Evacuation Policy**

### **1. Policy Overview**

KidzQuest Activity Camps are committed to ensuring the safety of all children, staff, volunteers, and visitors. This Emergency Evacuation Policy outlines the procedures KidzQuest will follow in the event of an emergency that requires evacuation, such as fire, gas leak, or other significant hazards. The policy applies to all individuals on the premises of KidzQuest, including at our main location at St James Primary School, Elstead.

### **2. Policy Objectives**

The objectives of this policy are to:

- Ensure the safe and swift evacuation of all individuals from the premises in the event of an emergency.
- Provide clear guidelines on roles, responsibilities, and procedures during an evacuation.
- Minimise risk to life and reduce the potential for injury.
- Comply with legal health and safety requirements, including the Regulatory Reform (Fire Safety) Order 2005.

### **3. Roles and Responsibilities**

#### **3.1. Camp Directors (Steven French and Laura French)**

- Oversee the implementation of the Emergency Evacuation Policy and procedures.
- Ensure that all staff and volunteers are trained in evacuation procedures and conduct regular evacuation drills.
- Act as the main point of contact for emergency services and coordinate communication with parents/guardians.

#### **3.2. Designated Fire Marshal**

- Lead the evacuation process, ensuring all areas are checked and cleared.
- Maintain the attendance register and confirm that everyone has evacuated safely.
- Report to the Camp Directors and liaise with emergency services upon their arrival.

#### **3.3. Instructors and Coaches**

- Guide children to the designated emergency assembly point and ensure their safety during the evacuation.
- Conduct headcounts and report any missing individuals immediately to the Designated Fire Marshal.
- Assist any children or staff members with additional needs during the evacuation.

#### **3.4. Parents/Guardians and Visitors**

- Follow the instructions of KidzQuest staff in the event of an emergency evacuation.
- Proceed directly to the designated emergency assembly point without attempting to re-enter the building.



## **4. Emergency Evacuation Procedures**

### **4.1. Emergency Signal**

- In the event of an emergency, the alarm will sound continuously. Staff must stop all activities immediately and instruct children to prepare for evacuation.

### **4.2. Evacuation Routes**

- Evacuation routes are clearly marked throughout the premises and must be kept free of obstructions at all times.
- Staff will lead children calmly and quickly to the nearest available exit, avoiding the use of lifts.

### **4.3. Emergency Assembly Point**

- The designated emergency assembly point is located **outside on the school field** at St James Primary School. All individuals must proceed directly to this point and remain there until further instructions are given.
- Staff must conduct a headcount and check the attendance register to ensure that everyone is accounted for.

## **5. Procedures During Evacuation**

### **5.1. Staff Responsibilities**

- The Designated Fire Marshal will conduct a final sweep of the building, checking all rooms, including toilets, storage areas, and activity spaces.
- Instructors and Coaches will ensure children are lined up calmly and escorted to the assembly point.
- Staff must carry the attendance register, emergency contact details, and any necessary medical supplies (e.g., auto-injectors) during the evacuation.

### **5.2. Supporting Children with Additional Needs**

- Staff will provide additional support to any children with mobility issues, sensory sensitivities, or other special needs to ensure they evacuate safely.
- An individual evacuation plan (IEP) will be created for children who require specific assistance.

### **5.3. Communication with Emergency Services**

- The Camp Directors or Designated Fire Marshal will call 999 and provide clear information about the nature of the emergency, the location, and any individuals who may still be inside the building.
- Upon arrival, the emergency services will be briefed on the situation and given access to the premises as needed.

## **6. Communication with Parents/Guardians**

- Parents/guardians will be notified of the evacuation via phone call, text message, or email as soon as it is safe to do so.



- If the premises are deemed unsafe for return, parents/guardians will be informed of an alternative pick-up location.

## **7. Evacuation Drills**

- KidzQuest will conduct evacuation drills at least once per camp session to ensure all staff and children are familiar with the procedures.
- Drills will be recorded, and any issues identified during the drill will be addressed promptly to improve the effectiveness of the evacuation process.

## **8. Record Keeping**

- A record of all evacuations (real and drills) will be maintained, including the date, time, duration, and any issues encountered.
- Attendance registers will be updated daily and kept readily available for use during an emergency evacuation.

## **9. Post-Evacuation Procedures**

- Once the building has been deemed safe by the emergency services, the Camp Directors will inform staff when it is safe to re-enter the premises or if alternative arrangements need to be made.
- A debrief will be conducted with staff following any evacuation to review procedures and identify any areas for improvement.
- Parents/guardians will be informed of the outcome of the evacuation and any necessary follow-up actions.

## **10. Policy Review**

This Emergency Evacuation Policy will be reviewed annually or in response to any incidents requiring a policy update. Feedback from staff, parents/guardians, and emergency services will be considered to ensure the policy remains effective and comprehensive.