



YOUNG PEOPLE MATTER CHARITY'S

FIRE Policy

Dated: May 2016

**The Policy will be reviewed every three years
or in line with changes in government
legislation and updated guidance**

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Charity No: 1134959 | Company No: 6418296

In the event of fire:

- ✓ Sound the alarm
- ✓ Call the fire brigade
- ✓ Attack the fire if possible using appropriate appliances

On hearing the fire alarm:

- ✓ A full evacuation is to be carried out immediately—all children and staff to leave the building by the designated route
- ✓ Use appropriate fire exits
- ✓ Close all doors behind you
- ✓ Manager / person in charge to check fire alarm unit, to discover what zone fire has been detected
- ✓ Report to assembly point

Main building/school entrance / exit door - This is the first exit that all staff and children should go to if it is safe to do so. All staff and children will meet in the

Area until management confirms that it is safe to re-enter the building.

Fire exits are located in:

- ✓ Fire drills need to take place every term and at the start of every week during holiday camps. A record should be kept of the date and number of children taking part in the fire drill.

- ✓ If false alarm
 - Manager / person in charge to reset fire alarm
 - Staff and children will re-enter the building
 - Manager / person in charge to record the false alarm

- ✓ Procedure
 - All staff and children to assemble in a calm manner to the nearest available fire exit

 - Team Leaders must take the register
 - Staff must then do a quick head count whilst manager / person in charge is checking all areas of the Building

 - In a calm and quick manner staff must then safely lead all the children to the assembly point.
 - Staff must then do a thorough head count
 - Manager / person in charge to take in her/him possession, the registration folder, which contains all of the children's contact details and contact emergency services.
 - Once everyone has met at the assembly point the manager / person in charge will check that all staff and children are safe and present

 - On arrival of emergency services the manager / person in charge will speak with fire crew / emergency services

- ✓ Staff are responsible for the following:
 - Registers
 - Checking all areas of the playrooms / toilets
 - Managers / person in charge
 - List of the children's contact details
 - Manager / person in charge

Date of Fire Drill	How many children participated?	Any Issues or Concerns
Term 1		
Term 2		
Term 3		
Term 4		
Term 5		
Term 6		
Term 7		

FIRE ACTION

ANY PERSON DISCOVERING A FIRE

Sound the alarm.



999 call fire brigade.

Attack the fire if possible
using the appliances
provided.



ON HEARING THE FIRE ALARM



Leave building by nearest
available exit route.

Close all doors behind
you.



Report to assembly point



Do not return to the building
until authorised to do so



Do not use the lifts

Fire Marshalls: