Wild Wood Club Fire Evacuation Procedure 2025/2026

Fire Marshals: Anna Curylo, Jane Dickety, Charlene Gair, Sarah Kirton

Anna, or the club leader in her absence, is the **Fire Evacuation Lead (FEL).**

Each session one of the Fire Marshalls will be appointed as the **Deputy Fire Evacuation Lead (DFEL).**

There are 3 fire assembly points:

a) **KS1 playground** – this is the main one that should be used
b) **KS2 playground** – use this one if you are in the KS2 playground or Mapledurham Hall
c) **Car park** – use this one if the exit to the playground is blocked.

Procedure

1. On activation or hearing the fire alarm **all staff** will support the pupils to leave the building in a quiet and safe manner.
2. If there are children playing outside staff will attract their attention by blowing a whistle and then telling them to line up.
3. The **FEL** should take out the register, pupil and staff contact details, walkie talkie & mobile phone.
4. The **FEL** is in charge of lining up the children and keeping them in a quiet & calm line.
5. **A Fire Marshall** should sweep the toilets and corridors and ensure these children join the other WWC children.
6. Doors should be closed if possible when leaving the WWC room.
7. A staff member outside must sweep the field areas and ensure all children join the rest of the WWC children.
8. Once all the children are lined up a headcount will be taken and then the register called. Missing pupils should be identified and the **FEL & DFEL** should discuss a plan to find them.
9. Other staff should help the FEL to keep pupils calm in the line.
10. Members of staff must not re-enter any of the school buildings once evacuation has taken place.
11. In the event of a real fire the **DFEL** will take on the role of calling the emergency services.
12. Once the reason for the fire alarm activation has been assessed - and it is safe to do so then the fire alarm can be re-set and the children and staff can return to the club.

Note: Walkie talkies to be used for communication between different areas within the school. Mobile and BT mobile handset for communication outside school.

Anna must have the correct fire alarm break glass and fire alarm panel reset keys.