



Emergency Evacuation Policy for Ace Sports Coaching.

Location: Ace Sports

Policy Created By: Nick McGowan

Policy Date: September 2024

Review Date: September 2025

1. Policy Statement

At Ace Sports Coaching, the safety and well-being of children, staff, and visitors are of utmost importance. This Emergency Evacuation Policy outlines the procedures to be followed in the event of an emergency that requires the immediate evacuation of the premises. It ensures that all individuals are evacuated quickly and safely, and the procedure is carried out in an organised and efficient manner.

2. Aims and Objectives

- **Safety First:** To ensure the safe evacuation of all children, staff, and visitors in the event of an emergency.
- **Clear Procedures:** To provide clear and concise guidelines for staff to follow during an evacuation.
- **Training and Preparation:** To ensure all staff are trained in evacuation procedures and are aware of their roles and responsibilities.
- **Compliance:** To comply with relevant UK health and safety legislation and local authority guidelines.

3. Scope of the Policy

This policy applies to all staff, children, parents, visitors, and contractors present on the premises during normal operations or events. The policy covers emergency situations such as fire, gas leaks, bomb threats, or any other situation that requires the premises to be evacuated.

4. Emergency Evacuation Procedure

4.1 Identifying an Emergency

An evacuation may be initiated for reasons including, but not limited to:

- Fire or smoke detection
- Gas leak
- Bomb threat or suspicious package
- Structural damage to the building
- Flooding
- Any other situation deemed unsafe by senior staff or emergency services

4.2 Raising the Alarm

- In the event of an emergency, the **fire alarm** or **manual warning system** (such as a whistle or bell) will be activated immediately.
- Upon hearing the alarm, all staff members must begin the evacuation process.

5. Evacuation Procedures

5.1 Staff Responsibilities

- **Designated Fire Marshal/Lead Evacuation Officer:** This staff member is responsible for overseeing the evacuation, ensuring all areas of the building are checked, and assisting where necessary. They will be responsible for liaising with emergency services.
- **Room Leaders/Staff:** Each room leader or staff member is responsible for ensuring that their designated group of children is safely evacuated. They must ensure the following:
 - Conduct a **headcount** of children in their care before starting the evacuation.
 - Safely lead children to the nearest exit in an orderly and calm manner.
 - Take the **register/attendance list** with them to ensure all children are accounted for once outside.
- **Support Staff:** Will assist in guiding children and others to the nearest exit and help with any children who require additional assistance, including children with mobility issues or special needs.
- **Designated First Aider:** Responsible for bringing the first aid kit and providing medical assistance if needed during or after evacuation.

5.2 Evacuation Routes

- **Primary Exits:** Clear evacuation routes and exits are displayed in every room. Staff must familiarise themselves with the nearest exit from their working area.
- **Alternative Exits:** If the primary route is blocked or unsafe, staff will use the designated alternative exit routes, which are identified on the premises evacuation plan.

5.3 Assembly Point

- The designated **assembly point** - (please check this with the management as this changes from place to place.
- Once outside, the staff will conduct another **headcount** and cross-reference the names on the register to ensure all children, staff, and visitors are present.
- No one is to re-enter the building until authorised to do so by the emergency services.

6. Evacuation for Children with Special Needs or Disabilities

- **Individual Evacuation Plans (IEPs):** Children with mobility issues or other special needs will have a personalised evacuation plan in place. Staff must be familiar with these plans and the assistance required.
- **Additional Support:** If a child requires additional assistance during an evacuation, staff will be assigned to support that child in leaving the building safely.

7. Parental Communication

- In the event of an evacuation, parents/guardians will be contacted via phone, text, email as soon as it is safe to do so.
- Parents will be informed of the evacuation and advised on the collection process, if necessary.

8. Fire Drills

- **Regular Fire Drills:** Fire drills will be conducted at least **once per term** to ensure staff and children are familiar with evacuation procedures.
- **Evaluation of Drills:** After each fire drill, a debrief will be held to evaluate the effectiveness of the evacuation and identify any areas for improvement.

9. Training

- **Staff Training:** All staff members will receive training on the emergency evacuation procedures as part of their induction. Regular refresher training will be provided to ensure all staff are confident in their roles during an evacuation.
- **First Aid Training:** At least one member of staff will hold an up-to-date first aid certificate, and they will be responsible for providing assistance during an evacuation if needed.

10. Communication with Emergency Services

- **Contacting Emergency Services:** The **Fire Marshal/Lead Evacuation Officer** is responsible for ensuring that emergency services are contacted immediately upon identifying an emergency.
- **Liaison:** Once at the assembly point, the Fire Marshal will liaise with emergency services and provide them with any necessary information, including building plans and details of anyone who may still be inside the building.

11. Monitoring and Review

- **Policy Review:** This policy will be reviewed annually or sooner if there are significant changes in legislation, the layout of the premises, or after an actual evacuation or fire drill that identifies areas for improvement.
- **Record Keeping:** A record of all fire drills, training, and actual evacuations will be maintained in a fire logbook.

Next Review Date: September 2025
Policy Reviewed By: Nick McGowan