

Lower Earley *Family Contact Centre*

Fire and Emergency Procedures

Information for Volunteers and Parents

Volunteers and parents should make themselves aware of the fire alarms and extinguishers placed near exit doors.

If you discover a fire:

Can it be put out quickly and safely using a fire blanket or fire extinguisher? If not, then the fire procedure below must be followed.

1. Break the glass on a fire alarm box and press the button.
2. Ensure everyone knows this is not a drill.
3. Notify the Fire Brigade - dial 999.
4. The Fire Alarm and sprinklers should go on automatically as soon as a fire starts.
5. Only use the relevant fire extinguishers if safe to do so.
6. Volunteers assist families to exit through the nearest exit door as quickly as possible
7. Keep calm, avoid shouting
8. Close doors surrounding the fire and those you pass through.
9. Do not stop to collect personal belongings
10. If the fire is at the back of the building it may be necessary to exit via the front door and walk round to the back via the Lane at the side.
11. All families and volunteers must go to the **Assembly Point, which is on the far side of the grass in the BACK car park.**
12. Volunteers must register all parents and their children.
13. Do not re-enter the building without permission.

Parents who wish to leave should check and sign out with the Coordinator or Team Leader; the Volunteer with the Register and the Fire Officer (member of the Fire Brigade, if present).

Care must be taken that all children are correctly reunited with their resident parent. Non-resident parents cannot leave until the children are with their resident parent. Parents are responsible for their children.

Volunteers should check with the Co-ordinator or Team Leader before leaving.

At the start of the session there should be six volunteers: one volunteer on the front desk, one on the back desk and four volunteers in the contact room, one of which will become a runner whilst families are arriving or departing. If any family uses the back garden, then two volunteers will be outside. Each volunteer will be given a lanyard detailing their responsibilities in the event of a fire. They must follow these guidelines IF it is safe to do so (see Appendix). Remember Paperwork and personal items are replaceable, you are not.

Appendix: Volunteer Responsibilities (to be laminated, put on lanyards and used each session.:

<p>Resident desk/front door volunteer:</p> <ul style="list-style-type: none"> • Ring fire alarm (on wall, near front desk) • Pick up the register and any other confidential paperwork in your care • Check the kitchen • Leave via the front door, taking any resident parents/children that are in the foyer with you. Close the door behind you. • Go to Assembly Point, via Elm Lane • Call the resident parent register. • Report to Team Leader/Coordinator • Ensure people remain at the assembly point • Wait for instructions 	<p>Non-resident desk/back door volunteer</p> <ul style="list-style-type: none"> • Pick up the register and any other confidential paperwork in your care • Make sure there is a safe, clear route from the contact room to the garden. • Close the door behind you. • Go to Assembly Point • Call the non-resident parent register. • Report to Team Leader/Coordinator • Ensure people remain at the assembly point • Wait for instructions
<p>1st volunteer in the contact room:</p> <ul style="list-style-type: none"> • Check toilets, corridor, and waiting room • Leave via the exit in the waiting room. Close the door behind you. • Go to the Assembly Point. • Report to Team Leader • Assist the front door volunteer to call the register of resident parents/children. • Ensure people remain at the assembly point • Wait for instructions 	<p>2nd volunteer in the contact room:</p> <ul style="list-style-type: none"> • Open the exit doors • Check windows are closed • Bring Contact Centre files (kept in a green flowered bag in the toy cupboard) • Usher parents and children out, either via the exit doors or the back entrance (whichever is safest) and close the door after you. • Guide the parents/children to the Assembly Point. • Hand files to Team Leader • Assist the back door volunteer to call the register of non-resident parents/children • Ensure people remain at the assembly point • Wait for instructions
<p>Runner:</p> <ul style="list-style-type: none"> • Check the main church. • Leave via the rear door if safe to do so. (There are exit doors in both side rooms if required) • Help to make sure all families using the garden are directed to the Assembly Point • Ensure people remain at the assembly point • Wait for instructions 	<p>Back garden volunteer:</p> <ul style="list-style-type: none"> • Check in and behind the shed, down the side of the church up to and including the small section in the garden near the front entrance. • Guide parents and children to the Assembly Point • Ensure people remain at the assembly point • Wait for instructions