
Fire alarm and bomb alert procedures

Fire alarm

Priorities

1. Any person suspecting that there is a fire should raise the alarm at a fire point immediately. The Fire Service should be called immediately.
2. Children should immediately and calmly be guided out of the building via the nearest exit ensuring all children leave the room and the door closed behind the last person.
3. Children should be assembled in their groups in pre-designated area at least 30 metres away from the building.
4. Group registers should be checked immediately.
5. If you can, extinguish the fire with a suitable extinguisher, this can be done if the fire is no larger than a waste paper bin.
6. The PDO¹ and Head of Leisure and Cultural Services should be notified.

Fire Drill

Drills should be carried out at least once a week or on the first day of each new course so that children understand the procedure to follow in the event of a fire. The Site Leader must then complete the appropriate form.

On the first day of the course, the Site Leader will explain to the children what will happen in the event of a fire and what they must do. At some point during that first day, the Site Leader will carry out a fire drill. They will call "FIRE, Fire" at which point staff will evacuate the children and themselves to the designated fire assembly point. Staff are responsible for keeping the children calm, quiet, listening well and in one area. The Site Leader will take the register with time taken to evacuate the building(s) and any observations recorded on the Fire Drill form. If there were issues, the Site Leader should feed this back to the staff, children or PDO as appropriate.

¹ Play Development Officer

Bomb alert

A bomb alert may be instigated by a telephone call or on the discovery of a suspicious looking package or bag. In either case, the threat must be taken seriously and not assumed to be a hoax.

Telephone Threat

Treat any call seriously, try to keep calm and keep the caller talking. Try to get as much information as possible, particularly:

- ❑ Where the bomb is located.
- ❑ When it is due to explode.
- ❑ The reason for the threat.

Ring 999 with the following information:

- ❑ Your location
- ❑ The message the caller left (or as close as possible).
- ❑ The caller's accent (if they had one).
- ❑ Sound the nearest alarm and carry out evacuation procedure as for **Fire**.

Suspicious Objects

If you see a package, parcel, bag or other container, which has been left unattended in any part of the building, and which you suspect may contain a bomb, call 999 and give the Police the following information:

- ❑ Your location and the exact location of the suspicious package.

Sound the nearest fire alarm and carry out evacuation procedure as for **Fire Alarm**.

Important: Do not approach or handle the suspicious package or allow anyone else to do so. Keep well away from the suspicious package and warn other people nearby.