

EVACUATIONS POLICY - 2019

INTRODUCTION

The purpose of Marble Hill Playcentres (“MHPC”) Evacuations Policy is to ensure the safety of children, staff and visitors to Marble Hill Adventure Playground (AP) and One O’Clock Club (OOC) and our on-site nursery Mandarin Ducklings (MDN).

All staff and volunteers, as part of their induction to Marble Hill Playcentres, are given details of the emergency evacuation procedure. We aim to practice emergency evacuations at least once during MHPC hours of operation each season. However, the Senior Playworkers may choose to practice more regularly before the children arrive to ensure the whole staff team is confident with the procedures.

This includes:

- Location of the alarm
- Fire exits and fire extinguishers
- Muster point and how to assemble the children
- Individual workers’ responsibilities
- Authorisation to return to the building

All staff and volunteers should be aware that practice emergency evacuations will be carried out during work hours.

THE PROCEDURE

The person who first discovers an outbreak of fire or other emergency requiring the evacuation of the site should raise the alarm. In the AP the bell will be rung and clear verbal instructions given to evacuate the site. In the OOC the electronic building alarm will sound if there is a fire inside - if the hazard is external the bell will be rung and clear verbal instructions given to evacuate the site. Emergency services should be called as soon as is practical by the Senior Playworker.

If the alarm sounds, children and parents must immediately leave what they are doing and proceed quickly in an orderly manner to the field outside of the playcentres.

The Playworkers should be the last persons to leave their areas of responsibility and should close any doors behind them if applicable. Playworkers stationed on the gates will take a phone, paper and electronic registers with them and the AP playworkers will bring the children’s medication box kept at the front desk.

The Senior Worker will then sweep the site to ensure all children and staff are out, and will then check with each Playworker to ensure that all staff have been accounted for. The OOC Senior will ensure that MDN has been alerted to the evacuation upon which MDN will initiate their own emergency procedures.

Playworkers should support staff and children to remain calm and stay out of the way of any emergency services attending. The AP is an open-access facility and as such has no responsibility to ensure that children remain in the vicinity; however, children at the AP who do not have a parent in

the immediate vicinity should be ascertained by checking the register. Children without parents will be encouraged to stay with Playworkers and in the case of an ongoing emergency or where the site is rendered inaccessible Playworkers will call parents to inform them.

Playworkers and children are only to re-enter the site once the emergency services have attended and declared the area safe for use.

Updated on 8/7/2019	By Claire Chapman Playcentres Manager
To be reviewed on 9/7/20	By Julie Harness Marble Hill Playcentres Committee