Emergency Evacuation Procedure

SHARES Lancashire Multi-Sports and Activities Holiday Club / HAF

1. Purpose

This Emergency Evacuation Procedure outlines the actions to be taken to ensure the safe and orderly evacuation of children, staff, volunteers, and visitors from SHARES Lancashire Multi-Sports and Activities Holiday Club / HAF premises in the event of an emergency.

This procedure supports:

- Health and Safety at Work legislation
- Safeguarding responsibilities
- Lancashire County Council (LCC) HAF expectations

2. Scope

This procedure applies to all:

- SHARES Lancashire multi-sports clubs and HAF venues
- Staff, volunteers, coaches, and external providers
- Children attending SHARES Lancashire multi-sports club / HAF provision
- Visitors present on site

All staff must be familiar with this procedure and their role within it.

3. Types of Emergencies

This procedure applies in the event of:

- Fire or smoke
- Gas leak
- Bomb threat

- Structural failure
- Flooding
- Any situation were remaining in the building may pose a risk.

4. Roles and Responsibilities

HAF Manager / Area Manager:

- Take overall control of the evacuation
- Ensure emergency services are contacted if required
- Liaise with venue staff and emergency services

Staff and Activity Leaders:

- Stop activities immediately
- Calmly instruct children to evacuate
- Lead children to the designated assembly point
- Carry out headcounts and report to the HAF Manager

Designated First Aider:

- Take the first aid kit where safe to do so
- Provide assistance to injured persons at the assembly point

5. Raising the Alarm

- On discovering an emergency, staff must raise the alarm immediately
- Follow the venue's fire alarm or emergency alert system
- Inform the HAF Manager or Area Manager as soon as possible

6. Evacuation Procedure

In the event of an evacuation:

1. Stop all activities immediately
2. Instruct children to line up calmly and quietly
3. Do not collect personal belongings
4. Exit the building using the nearest safe exit
5. Do not use lifts
6. Close doors behind you if safe to do so

7. Proceed directly to the designated assembly point

Staff must remain calm and provide reassurance to children throughout.

7. Assembly Point and Headcounts

- All groups must go directly to the designated assembly point for the venue
- Staff must conduct an immediate headcount using registers
- Any missing persons must be reported immediately to the Manager
- No one may re-enter the building until authorised by emergency services or the Manager

8. Supporting Children with Additional Needs

- Staff must provide appropriate support to children with SEND or mobility needs
- Individual support plans and reasonable adjustments must be followed
- Additional time and staff support should be provided where required

9. Visitors and Contractors

- Staff are responsible for ensuring visitors and contractors evacuate safely
- Visitors should be escorted to the assembly point

10. Emergency Services

- Emergency services will be contacted where necessary
- Staff must follow all instructions given by emergency services
- Accurate information must be provided regarding children, staff numbers, and any missing persons

11. After the Evacuation

- Children must remain supervised at all times
- Parents/carers will be informed if early collection or cancellation is required
- An incident report must be completed as soon as possible
- Any follow-up actions must be recorded and reviewed

12. Fire Drills and Training

- Evacuation procedures will be explained to staff during induction
- Fire drills will be carried out where appropriate

- Records of drills and training will be maintained

13. Review of Procedure

This procedure will be reviewed annually or sooner if required by changes to legislation, venue arrangements, or LCC HAF guidance.

Next Review Date: 27th January 2027

Declaration

I confirm that I have read, understood, and agree to follow the SHARES Lancashire Emergency Evacuation Procedure.

Name: _____
Signature: _____
Date: _____