
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 and parents 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 and parents should be assembled in their groups in pre-designated area at least 30 metres away from the building.
4. Sign in register should be checked immediately. Any missing parents and children should be telephoned immediately in case they have left without signing out.
5. If you can, extinguish the fire with a suitable extinguisher, this can be done if the fire is no larger than a wastepaper 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 staff team so that staff understand the procedure to follow in the event of a fire. The Site Leader must then complete the appropriate form.

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.

¹ Play Development Officer

- ❑ 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.