

Emergency Evacuation (Church Hall)

At times, it may become necessary for an emergency evacuation of the Church Hall during our Section meeting times. This could be for many reasons such as Fire, gas leaks, structural damage to the building. We also acknowledge the unlikely but real risk of an evacuation due to an intruder.

We therefore have two different forms of emergency alert which will trigger an evacuation of the Church Hall

Fire

A fire alert will be used for any evacuation that can be done in a calm and orderly manner such as a fire, gas leak or structural damage in the meeting place.

Run and Hide

A Run and Hide alert will be used for any evacuation that must be immediate, such as an intruder or critical threat within the building.

The following pages outline the actions to be taken in each of these events.

What about when you are not at a hall

All our events and activities are risk assessed and a separate evacuation plan appropriate to the event and venue is included. However, the same two alerts will be used with our members to ensure they recognise the response.

How will we teach the children what to do?

Both alerts will be explained in a age-appropriate manner and in a way that should avoid upsetting our young members. If you have any questions about this, please do speak to us.

Child-friendly versions of the procedures will also be on display in our meetings and both alerts will be practised with the children.

We will inform parents when practises are due to take place and the children will be told there is not a real danger when these are carried out.

Parents at the Hall

We do understand that as parents, your instinct in an emergency will be to protect your own child.

However, to ensure the safe evacuation of everyone, we ask that any parents do trust the leaders and evacuate by the main door rather than running into the meeting space. This will help us ensure that children are able to evacuate safely without putting anyone else at risk.

Emergency Evacuation Fire

If you discover smoke, a fire, gas leak or other reason for a safe evacuation from the building:

- Shout “Fire” (please use this regardless of the reason for evacuation as the children are trained to understand this as meaning a safe evacuation)
- If you are able to do so, ring the fire bell located in the entrance
- Evacuate according to guidance below
- After triggering an evacuation, call the emergency services as appropriate
- Report to GLV

Upon hearing the “Fire” alert (this may be someone shouting Fire or the fire bell)

- Children, including Young Leaders, should line up by the nearest fire exit – this will usually be the fire door in the hall
- If the kitchen is in use, children should line up & evacuate by the main door with their supervising adult
- If downstairs, please evacuate immediately via the fire door in the cellar
- Children, including Young Leaders, should follow instructions from the Section Team Leader to ensure a safe and calm evacuation
- The Section Team should support the Section Team Leader in ensuring children are lined up and evacuated calmly & safely
- ***All other adults should leave by the nearest exit and assemble outside – parents, leave your children in the care of the section team until they are dismissed into your care outside***

Section Team Leader / Designated Leader in Charge Responsibilities

- Ensure children, including Yls are lined up at the door – do not wait or look for missing children, please advise GLV (or designated deputy) that they are missing
- Escort children to the designated assembly point – this is the green box next to the car park / field
- Take a register at the assembly point and keep children lined up calmly
- Await further instructions from GLV or Emergency Services

Group Lead Volunteer / Designated Deputy Responsibilities

- Support in evacuating the building
- If safe to do so: check Hall / Kitchen / Toilets are clear
- Check Section Team for missing children (both at the door and on the field)
- Ensure Emergency Services have been called if appropriate, report to trustees & Scouts UK if appropriate

Emergency Evacuation Run and Hide

If you discover a **CRITICAL THREAT WITHIN THE BUILDING**

- Shout “Run & Hide” – continue to shout this until you have exited the building
- Do not attempt to stop / block / approach the threat
- If possible, exit the building by the nearest possible exit
- Call the emergency services as soon as is possible

MEMBERS / ADULTS IN THE HALL - Upon hearing the “Run & Hide” alert

- EVERYONE must exit the building by the nearest possible exit if possible – this will usually be the side door
- Adults in the hall only shout “Run & Hide” – help children leave quickly if possible **but adults must not put themselves at risk to do so**
- Everyone should head to the field or another safe building
- Adults to call the emergency services as soon as possible
- Once evacuated – wait for instructions from the Emergency Services

MEMBERS / ADULTS IN THE TOILET - Upon hearing the “Run & Hide” alert

- Adults supervising the toilets enter the toilet with the child and hide with them
- Lock the toilet door and hide, try to stay as quiet as possible
- Do not exit until a recognised adult tells you that it is safe to do so

MEMBERS / ADULTS IN THE CELLAR – Upon hearing the “Run & Hide” alert

- Go into the Lock Up area of the Cellar and lock yourselves inside
- Try to stay as quiet as possible
- Do not exit until a recognised adult tells you that it is safe to do so

Once Outside

- If it is safe to do so, congregate on the field
- If this is not possible, or you become separated, head to the nearest safe open building
- Follow the instructions of the emergency services

Group Lead Volunteer / Designated Deputy Responsibilities

- Evacuate immediately
- Ensure Emergency Services are called
- Report to Scouts UK as soon as reasonably possible

EMERGENCY



WHEN YOU HEAR THE FIRE ALERT



Stop what you are doing and stay calm



Line up at the fire exit



Follow the leader to line up outside



WHEN YOU HEAR “RUN AND HIDE”

If you are in the Hall



Run outside quickly



Hide on the field



If you are in the toilet



Lock the Door



Stay very quiet



Wait for a trusted adult to tell you what to do next