

Wyre Forest Young Voices Fire Safety Policy

In the event of a fire, the following procedure will be followed to ensure all members and staff are kept safe.

On discovering a fire:

- Whoever sees the fire will raise the alarm using the nearest and safest-to-access alarm button. If this is a child, they will then inform the nearest member of WFYV staff.
- This member of staff will then be responsible for contacting the fire brigade
- DO NOT ATTEMPT TO FIGHT THE FIRE YOURSELF

On hearing a fire alarm:

- Concert/rehearsal will be stopped immediately, and Musical Director will instruct members to follow the pastoral lead along the designated route to the assembly area
- WFYV staff will supervise the evacuation, and help to maintain calm. Members with additional needs will be supervised more closely and assistance provided as necessary
- The Pastoral Lead will check attendance at assembly area against the attendance registers
- Pastoral team to oversee the members' welfare (as far as practical) until the members can be released to their parents/carers
- Remain at the assembly area until advised by the emergency personnel that it is safe to return to premises or leave the site

Preparedness for fire:

- The fire evacuation plan will be discussed with members upon entering a new venue, and repeated termly for the regular rehearsal venue, by the Pastoral Lead
- Twice-annual fire drill at regular rehearsal venue