

EMERGENCY EVACUATION PROCEDURE POLICY

1. Introduction

- I. MINI PROFESSIONALS DANCE ACADEMY provides extra-curricular dance classes to children aged 0-18 years both in and out of school settings. The company provides performance opportunities at both internal and external events as well as workshops and dance camps. The company provides dance and fitness classes to adults of all ages.

- II. The Company address is:

12 Banbury Road

Kidlington

Oxfordshire

OX5 2BT

Company Number: 09980761

- III. Mini Professionals Dance Academy expects every working or helping adult to support and comply with this policy. This policy applies to all staff, managers, volunteers, students or anyone working on behalf of the Company

2. Statement:

- I. Mini Professionals Dance Academy operates primarily from their studios¹ and at a number of different venues and has carried out a risk assessment for each venue.

¹ 12 Banbury Rd, Kidlington, OX52BT

- II. This policy outlines our general procedure in case of fire that can be applied to all settings as well as details of the fire assembly point at the studios
- III. Should you wish to see a specific risk assessment please email our General Manager EMILY THRESHER²

3. **Procedures:**

- ALL fire exits must be clearly marked and kept clear at all times
- All fire alarms must be working and checked regularly by the venue managers
- All venues should have fire extinguishers and blankets available
- Staff MUST be briefed as to where the fire exits and fire assembly points are in each venue that they work in
- Staff MUST brief students and parents that remain on site as to what the fire procedure is each term
- Staff MUST take a full register at the beginning of every class
- In the events of fire or drill staff must remain calm and ask students to follow them out of the nearest fire exit to the fire assembly point where a register will be taken
- Belongings must be left inside and under no circumstances should students rush to get their belongings from the changing rooms
- MPDA management will brief staff and students of the specific fire procedures at events like dance camps and show cases and carry out drills where necessary

² emily@mpdance.co.uk

4. Studio Fire Action Plan

- In the case of fire sound the alarm and proceed to guide students and customers out of the closest fire exit
- Fire exits are clearly marked and escape routes are displayed on site
- Leave all belonging behind and calmly make your way to the fire assembly point located at The Black Horse Pub Carpark.
- Teachers to ensure they do a headcount and bring their register and all students with them
- Staff and customers must not re-enter the building for any reason until it is safe

5. Other Policies

This Policy should be read together with the following policies:

- Health and Safety Policy
- Uncollected Child Policy
- Missing Child Policy
- Staff Behaviour Policy

This Policy is due for review every YEAR.

Signed: _____ 

BETHANY GORTON (PRINCIPAL AND SAFE GUARDING LEAD)

Date: 01/06/2022