

# Craze Kidz Club

Calday Grange, Mill Road  
Cromer  
Norfolk  
NR27 0BG

Tel – 01263 516892  
Mobile – 07900 900494  
E-mail – enquiries@crazeekidzclub.co.uk  
Website – www.crazeekidzclub.co.uk



## Fire Evacuation Procedures

Register to be kept to show all people coming on premises and all people leaving the premises.

If a fire is discovered:

- Set off the Alarm by informing the leader in charge or first leader they see

The Co-ordinator will...

- call the Fire Brigade;
- instruct individual leaders to clear specific areas;
- collect the register;
- make a final check of building before leaving;

Leaders will...

- direct children to the nearest safe exit;
- walk the children down the Fire Escapes;
- walk children to the Assembly Point of near the blue paper bin on the road side as quickly as possible making sure nobody is left behind;
- ask children if anyone is missing.

The Leader in Charge will then...

- take the register
- report and liaise with Fire Officer.

Nobody re-enters without the Fire Officers authority

If we can re-enter the building children must be checked back in using register.

Members of  
Momentum Norfolk  
Safer Programme



HMRC Registered Charity (XT 39138)

# Craze Kidz Club

Caldy Grange, Mill Road  
Cromer  
Norfolk  
NR27 0BG

Tel – 01263 516892  
Mobile – 07900 900494  
E-mail – [enquiries@crazeekidzclub.co.uk](mailto:enquiries@crazeekidzclub.co.uk)  
Website – [www.crazeekidzclub.co.uk](http://www.crazeekidzclub.co.uk)



If we cannot re-enter the building

- Parents phoned using available mobile phones.
- No children to be allowed to leave without parents

Fire Drills

Fire Drills will be carried out three times a year and the co-ordinator will record this in the fire drill book.

---

This policy was agreed on Thursday 21<sup>st</sup> July 2016

This policy will be reviewed in July 2017

Signed

Date

Members of  
Momentum Norfolk  
Safer Programme



HMRC Registered Charity (XT 39138)