

## **Park School Teaching Service**

### **Emergency Invacuation Procedure**

#### **On hearing a call of “Everybody inside”**

All staff and pupils are to enter the building via their nearest available entrance.

Most senior member of staff to delegate responsibility of calling emergency services.

Most senior member of staff to enter last and lock door.

#### **TEACHER RESPONSIBILITIES**

1. To supervise the safety of the children in the most suitable location.

Teachers do not need to account for their specific class.

2. To make sure that the children stay in the room; keeping them away from windows and sitting down on the floor.

There should be least movement around the school.

3. Turn off lights and equipment.

4. Teachers should encourage the students to remain calm.

5. Teachers should await further instructions unless someone is at risk of serious harm.