



Emergency Evacuation Procedure

In accordance with Health and Safety statutory requirements it is the responsibility of the school to have a plan in place for responding to emergencies, to ensure that it is reviewed regularly, to ensure that the relevant people are aware of its existence, contents and implications, to keep the plan safe and to identify responsibilities within the plan.

Assembly point - Back of the school field to the rear of the school buildings.

This procedure sets out the procedures to be followed in the event of a fire or other emergency that requires the school to be evacuated. It is designed to ensure that children, staff or any visitors in school leave the building in an orderly and speedy manner to assemble in safe places.

Objectives

1. To keep the children, staff and any visitors in school safe from danger.
2. To evacuate the building quickly and in an orderly manner without panic and to take all learners and staff to agreed places of safety.
3. To ensure that the building is checked and all are accounted for.
4. To summon help quickly.
5. To contain the danger and preserve the building.

Procedure

- The first member of staff to discover the danger will sound the alarm.
- Unless it is known to be a pre-arranged 'practice' the emergency services will be called by the Headteacher, senior staff or school administration staff.
- At the sound of the alarm, all staff responsible for children will escort them quickly, and in an orderly manner, from the building to the agreed assembly point.
- The nearest safe exit should be used. If that is blocked then the next nearest exit will be used.
- Staff members will be aware of any children under their care who have a PEEP, Personal Emergency Evacuation Plan.
- Any visitors in school will also meet at the agreed assembly point.
- Once rooms are empty, doors should be closed to prevent the spread of fire.
- At the assembly points, class registers will be taken to ensure that all children are accounted for.
- The Administration Team will distribute the registers at the assembly point and receive them back immediately when complete.
- The Headteacher must be informed immediately if a child or member of staff cannot be accounted for.
- During the evacuation, the Headteacher and senior staff will check toilets and other areas to ensure that children have not been left behind.
- No one must return to the building once it has been evacuated without the Headteacher's permission.
- The Headteacher will inform staff when it is safe to return to the building.

- **Lunchtimes** - All staff including the Midday Team should be extremely vigilant during lunchtimes in ensuring they know where children are at all times. If an evacuation is needed at lunchtime the alarm will sound, children will be guided out of the nearest fire exit to the assembly point, staff nearby will join Midday Staff in ensuring that children are evacuated, checking classrooms, computing suite, library and halls as they move to the nearest exit. Class registers will be taken to ensure that all children are accounted for and any missing children or staff reported immediately to the Headteacher.
- **Non-Employees/Contractors** - The school will inform non-employees, such as students and temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises. The information will include any part they will be expected to play in the evacuation of children from the premises. This information is held in the school office.

The governing board reviews this policy annually. The governors may, however, review the policy earlier than this if the government introduces new regulations, or if the governing board receives recommendations on how the policy might be improved.

Policy History			
	Document version	Document Revision History	Document Author / Reviewer
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