

*"Middlethorpe: Making  
Extraordinary People"*

# Emergency Plan

## 2023 – 2024

# EMERGENCY PLAN

**Executive Principal: Mrs. Annabel Atkin**

**Head of School: Mr S Claybourn**

**Fire Wardens:**

**Mrs. K. Willis, Mrs. D. Blease, Mrs. V. Flemming, Mrs. C. Randle**

The Executive Principal or Head of School will contact the emergency services immediately.

In the event of the need to evacuate the school site e.g. bomb hoax; flood etc. the Executive Principal or Head of School (or the person in charge in their absence) is responsible for making the decision to close the school.

The building should be evacuated immediately by following the schools Fire Evacuation Plan. Staff should take bags, car keys etc., if these are to hand, however, if this is not possible arrangements will be made for these to be collected when the school can be accessed.

An arrangement has been made with **Cleethorpes Academy** to be used as an emergency assembly centre. All staff and children from school and the children's centre will be accommodated there if the school site needs to be evacuated.

Mrs. K. Willis (or admin officers in her absence) will inform the **Cleethorpes Academy** by telephone on 01472 582310 of the impending arrival and activation of the emergency plan. This telephone number will be displayed in the main office and all SLT offices.

From the fire assembly points, pupils will walk in single file with the assistance of their Teacher and Teaching Assistant to the emergency assembly centre.

The Admin team will take all registers and pupil contact forms to the emergency assembly centre.

Once the evacuation centre has been reached the Teachers will be responsible for their class whilst Teaching Assistant assist the Admin Team in contacting parents.

The Executive Principal or Head of School will inform the Academy Improvement Committee and the Local Authority that the school is closed. Notification will be placed on the main entrance directing parents and visitors to the **Cleethorpes Academy**.

Inhalers, any necessary medicines and first aid kits should be taken to the emergency evacuation centre. (Please refer to Fire Evacuation Procedures).

Parents will also be informed via the local radio stations. Only the Executive Principal or Head of School should make a comment to the Press if requested.

If children have not been collected during school hours and normally walk home alone, after 3:30pm they will be accompanied back to the school premises by Teachers and Teaching Assistants then allowed to walk home alone.

In the event of the school being deemed safe to return to school, children and staff will walk back to school. Executive Principal or Head of School will inform staff of this decision. Staff and children may return to the building to collect items and staff may be asked to help to clear up/salvage equipment, where this is safe and practical.

A flow chart outlining emergency evacuation procedures will be displayed in the main office and all SLT offices.

### **Arrangements to be considered before the event**

Cleethorpes Academy telephone number is readily available.

All parental contact numbers are up to date and readily available to take to the emergency evacuation centre.

All in school personal prescription medicines and first aid kits are to be readily available to collect to take to the emergency assembly centre.

If permission is given to collect personal belongings coats etc. before moving to the emergency assembly point the caretaker will collect and deliver to staff and children.

Pre-prepared notifications detailing the evacuation centre will be held by the admin staff for display in the event of an evacuation

**Arrangements to be made after an event which prohibits return**

When the children's welfare is arranged, the Principal will contact the local authority to gather information and make arrangements for:-

Messages to be passed to Governors.

Public messages to be made.

Written contact with each parents.

What assistance can the staff provide to salvage children's work?

What equipment can be salvaged?

What arrangements are made for temporary accommodation, which site, what transport is required, is it sufficient for all the pupils or only part?

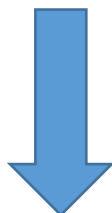
What budgets will cover repairs.

Is there a special fund for the work/extras/transport etc.

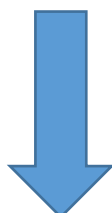
What can you beg / borrow / acquire to assist with temporary educational needs.

# **Middlethorpe Primary Academy EMERGENCY EVACUATION PLAN**

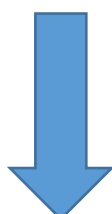
**Principal Contact Emergency Services 999**



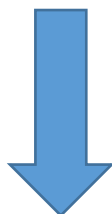
**School Evacuate and assemble at Fire Assembly  
Points**



**Admin contact Cleethorpes Academy on  
01472 582310**



**Staff to escort all pupils to the Cleethorpes  
Academy**



**Admin staff inform parents**