

# EVACUATION PROCEDURE 2022

(the signal is a continuous tone)



## There must be NO TALKING FROM THE MOMENT YOU HEAR THE ALARM

You will be instructed to:

- (1) Vacate Rooms closing doors as you leave. Books, bags and kit should be left where they are.  
**The arrows and signs on the walls indicate the route to be followed from each room.**

Class Teachers to bring their laminated register with them

- (2) **MAIN SCHOOL – Procedure for Students and Staff:**

- Years Reception to 2 WALK to the assembly point (hard play area adjacent to the Sports Field).
- Children should line up **IN SILENCE** by Class Teacher, forming straight lines – Class Teacher checks attendance

**Main School Staff:** please congregate on the hard play area adjacent to the Sport Fields (assembly point)

- All staff are checked by the Receptionist and any missing staff are reported to the Headteacher

- (3) **Little Pilgrims / Kindergarten / Pre-School – Procedure for Students and Staff:**

- WALK to the assembly point (hard play area adjacent to the Sports Field). Children who cannot walk are evacuated in emergency cots
- Children should line up **IN SILENCE** (whenever possible) by a Room Leader/ Key worker
- The Room registers should be taken from the room by the Room Leaders or other responsible adult.
- The Staff register should be collected by the Managers/Room Leaders
- **The Headteacher** to be informed that all are present or **who** are missing

- (4) **After 4pm (Including clubs/owls) and Holiday weeks – Procedure for Students and Staff**

- WALK to the assembly point (hard play area adjacent to the Sports Field). Children who cannot walk are evacuated in emergency cots
- Children should line up **IN SILENCE** with appropriate staff
- Club / Owls / Holiday club registers should be taken by Club / Owls / Holiday club staff.
- The Early Years Room registers should be taken from the room by the Room Leaders or other responsible adult. The Staff register should be collected by the Managers/Room Leaders
- The Late Duty Teacher or other senior member of staff in control of the assembly point should be informed that all are present or who are missing
- Owls / Holiday club staff are responsible for bringing the Swipedon Ipad to the assembly point and giving it to the Late Duty Teacher or other senior member of staff in control of the assembly point.
- All staff are checked by the Late Duty Teacher or other senior member of staff in control of the assembly point.

- (5) **VISITORS are the responsibility of those they are visiting**

**Staff** must remember to sign out and sign in when leaving / returning to School, so that they can be accounted for.

If there are staff or students unaccountably absent then the following procedures will apply:-

- If the Fire Brigade is present the Estates and Property Manager will pass the names and likely whereabouts to the relevant officer
- If not, the Estates and Property Manager will instruct their deputies to investigate, remaining in radio / telephone communication with them

**In addition:**

- Anyone with individual needs which mean they are unable to evacuate in the normal way will have a PEEP (Personal Emergency Evacuation Procedure) in place

## INSTRUCTIONS FOR STAFF IN CHARGE AT THE ASSEMBLY POINT

Usually the Headteacher or Deputy Headteacher will take control at the assembly point.

Outside of the core school hours the Headteacher and Deputy Headteacher may not be on site so all of the following staff members must be able to take control at the assembly point:

- Headteacher
- Deputy Headteacher
- Late Duty Teacher
- Estates Manager
- Finance & Office Manager
- Head of Early Years
- SENDCO
- Designated Safeguarding Lead
- Little Pilgrims Manager
- Kindergarten Manager
- Pre School Manager

***During Term Time, 4pm-6pm, the responsibility specifically sits with the Late Duty Teacher.***

***At other times, including Holiday periods, whoever on this list gets to the assembly point first must take control of the situation.***

The key aims are to ensure everyone is safely out of the buildings and to keep the assembly area calm.

You may also need to liaise with the fire brigade – although the Estates Team will be their first point of contact.

### **To register children:**

The room / club staff will raise their arm once all their children are accounted for.

If there are any children who are unaccounted for, this information should be shared in case another member of staff has them / knows of their location and if not, pass this information on to the fire brigade immediately.

### **To register staff and visitors:**

The Owls / Holiday Club staff will have the I-pad.

Shake the I-pad to activate it and it will ask you "Do you want to activate evacuation mode", you need to press "yes".

This opens a Visitor tab, mark the visitors off as "present" and then go to the Staff tab.

Select "In" to see which staff are still recorded as being in the building and mark them off as "present" on the I-pad if they are at the assembly point.

*(Instructions for I-pad use are also inside the I-pad case)*

If any members of staff are showing as being in the building but they are not at the assembly point, ask colleagues if they are certain they have left or could still be on site and pass this information on to the fire brigade.