



Emergency procedures including Evacuation 2017 **See Roles and Responsibilities for staff noted below**

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Health and Safety Policy which states:

Fire – In the event of a fire

- The Staff escort children from the school premises
- The school congregates on the playground in allocated lines.
- It is the role of the School secretary/office staff to bring copies of the registers to the field;
- Staff take the register and return these to Senior Management.
- Staff will be detailed with roles in the event of a fire such as closing doors, windows etc and contacting fire brigade.
- The school may ask, in case of inclement weather etc, permission to put children in the Village Hall.
- School Parentmail/contact arrangements will be put into place to arrange collection of children

Flood – in the event of a flood

- The school is evacuated as with fire to a safe point on school grounds
- If necessary the school will relocate to the village hall site, on higher ground.
- The school register will be taken to ensure all children are accounted for
- School Parentmail communication cascade system will be put into action to ensure children can be collected from school.

Fire Roles and Responsibilities – Lunchtimes

In case of fire/on hearing the alarm call the following roles are to be assumed by all staff

- All teaching staff to return to class bases, check classes and cloakroom areas – leave building
- Senior Midday Supervisor – to assume responsibility for evacuation of pupils in Hall area (or their representative in area)
- All Midday Supervisory Staff to ensure safe evacuation of the Hall, cloakrooms and public areas, also classrooms where children are eating – children supervised to muster point on playground – REMAIN ON PLAYGROUND WITH PUPILS UNTIL CLASS TEACHERS ASSUME RESPONSIBILITY
- Nursery Staff – accompany children to muster point on playground.
- Midday Supervisory Assistants with particular responsibility for an individual pupil – evacuate pupil to playground, if a Personal Emergency Evacuation Plan has been created for pupil, apply this. Wait with child until responsibility is taken by allocated support assistants or class teachers.
- Support Assistants – on evacuation all support assistants to assume responsibility for vulnerable pupils noted in Evacuation plan.
 - Lyn Thrower/Kayleigh Errington – Alfie Roberts,
 - Trudie Cunningham – Freddie Fytche
 - Mandie Reynolds – Hayden Crow
 - Michelle Fish – Tyler Dunnett
 - Donna Brown – Mia Broom
 - Mandy Morris - Jacob Gymer

- Lyn Thrower to take registers, mobile phone, evacuation key and “grab bag” including medication for Tyler Dunnett to muster point – plus phone and mobile phone
- Maureen Burns/Robbie Houghton/Juliette Branch to check Library, Hall, Red Class, toilets etc in main block
- Rest of staff, having checked allocated area, evacuate to playground

Any staff leaving the school site over the lunch period are asked to notify Lyn Thrower, Maureen Burns or nominated deputies, that they are no longer on school site.

This policy will be reviewed by Staff & Governors in Spring 2018.

<u>Class/Area</u>	<u>Vulnerable Pupils</u>	<u>Room Check – all staff to</u> <ul style="list-style-type: none"> • Ensure windows shut • Doors shut on exit • Nearest toilets • Corridors • Associated cloakrooms • Follow Class to playground
Yellow Class		
Kim Gill - Line up children in class and accompany to playground at FRONT of line of children	<ul style="list-style-type: none"> • Adam Edwards – Jade Castro support + other identified children (MD to co-ordinate) 	Megan Davies As above Check office space
Green Class		
Samantha Buckley - Line up children in class and accompany to playground at FRONT of line of children	<ul style="list-style-type: none"> • Jacob Gymer –Demelza Wilson/Samantha Buckley or • Alfie Roberts – TA 	Juliette Branch As above Check disabled toilet
Red Class		
Mandie Reynolds/Mel James - Line up children in class and accompany to playground at FRONT of line of children	<ul style="list-style-type: none"> • Freddie Fytche – Demelza Jenner • Hayden Crow – Mandie Reynolds, Mel James at front of line 	Andrea Goreham As above Ensure library doors are closed
Orange Class		
Andrea Rowlands or TA as directed by teacher Line up children in class and accompany to playground at FRONT of line of children	<ul style="list-style-type: none"> • Kenzie Gibbs- Ryan Howlett/Michelle Fish or TA 	Rosie Maunder As above Check small room
Blue Class		
Jack Woodhouse - Line up children in class and accompany to playground at FRONT of line of children	<ul style="list-style-type: none"> • Mia Broom – Marcia Burrows/Mel Antill Tyler Dunnett – with Jack Woodhouse at front 	Claire Newton As above Check corridor into small work room
Purple Class		
Yvonne Tipping/Trish Barnes Line up children in class and accompany to playground at FRONT of line of children	No vulnerable pupils – Chloe Rogers support class	Robbie Houghton/Emma Oakes
Library (Core Group teaching)		
TA as directed by Sue Hooper - Line up children in class and accompany to playground at FRONT of line of children	<ul style="list-style-type: none"> • Year 4 teaching group • Mia Broom with allocated support 	Sue Hooper Check corridors – ensure Library fire door is closed
Library Hall Toilets		
<ul style="list-style-type: none"> • Where unused – RQ to check • Where Hall in use teachers TA evacuate 		RQ – Hall, close windows DG – check Library; toilets – chut doors to entrance hall

space – allocating support staff as per class – Check classrooms as per schedule if safe		
Office		
Lyn Thrower to ensure that visitors, evacuate through Library door to muster point.	Ensure all visitors have left the building	<ul style="list-style-type: none"> • Check any empty rooms • Take registers • Mobile phone • Gate key • Grab bag including medication for TD
Nursery – assemble on PLAYGROUND with whole school		
Nominated staff member as directed by Room Manager- Line up children in class and accompany to playground at FRONT of line of children		Room Manager Karen Ellis or Deputy Debbie Aitchison to check as above – leave last
Kitchen Kitchen staff to evacuate to playground, to be counted as school staff: use back of hall if safe.		

PPA cover

The HLTA or teacher in charge of your class will cover your roles and responsibilities to your class in terms of evacuation to the playground – the class teacher will assume responsibility of the class on the playground, once all areas are checked. You need to assume the HLTA cover teacher's role.

- If Dawn George and Jane Kohler are teaching PE to your class, teacher on PPA needs to check Library and Cloakroom
- If Samantha Buckley is covering PPA – teacher on PPA needs to support Green Class

Once Evacuation is completed: Playground Register check and further evacuation

- Check your class line – you may need to split class into 2 smaller lines eg 15 per line
- Children need to be in Register order
- Classes need to be SILENT – take register
- When register is complete and all children accounted for, teacher to RAISE HAND so that the SENIOR MANAGER assuming responsibility is aware that all adults and children are at muster point
- Get class to remain silent whilst situation is assessed
- Evacuation from school site, if required, is through gate in corner of the playground – reassemble and register on the village hall car-park

Please be aware of the following monitoring roles:

If staff are absent, or groups working away from class, please be clear about Evacuation process from new space

IN THE EVENT OF A FIRE (Including Lone Working)

- ON FINDING FIRE OR SMOKE - OPERATE THE FIRE ALARM BY BREAKING GLASS
- EVACUATE (CLASS) TO PLAYGROUND MUSTER POINT
- DO NOT PUT YOURSELF AT RISK
- IF APPROPRIATE – CALL 999

IN THE EVENT OF ALARM SOUNDING WITHOUT WARNING:

- EVACUATE SCHOOL PREMISES TO MUSTER POINT ON PLAYGROUND
- MAKE YOUR WAY TO THE ASSEMBLY POINT IN FAR CORNER OF PLAYGROUND
- STAFF FOLLOW AGREED EVACUATION PROCEDURES RELATING TO CLEARING SCHOOL
- BE AWARE OF ALTERNATIVE EVACUATION ROUTES FROM THE CLASS/AREA YOU ARE WORKING IN
- WAIT FOR FURTHER INSTRUCTION FROM THE SCHOOL SENIOR LEADERSHIP TEAM OR GROUP LEADER

LONE WORKING - IN EVENT OF ALARM SOUNDING

WITHOUT WARNING

- EVACUATE THE BUILDING
- DIAL 999 IMMEDIATELY