

**Emergency Evacuation & Invacuation
Whole School Procedures
2017-18**

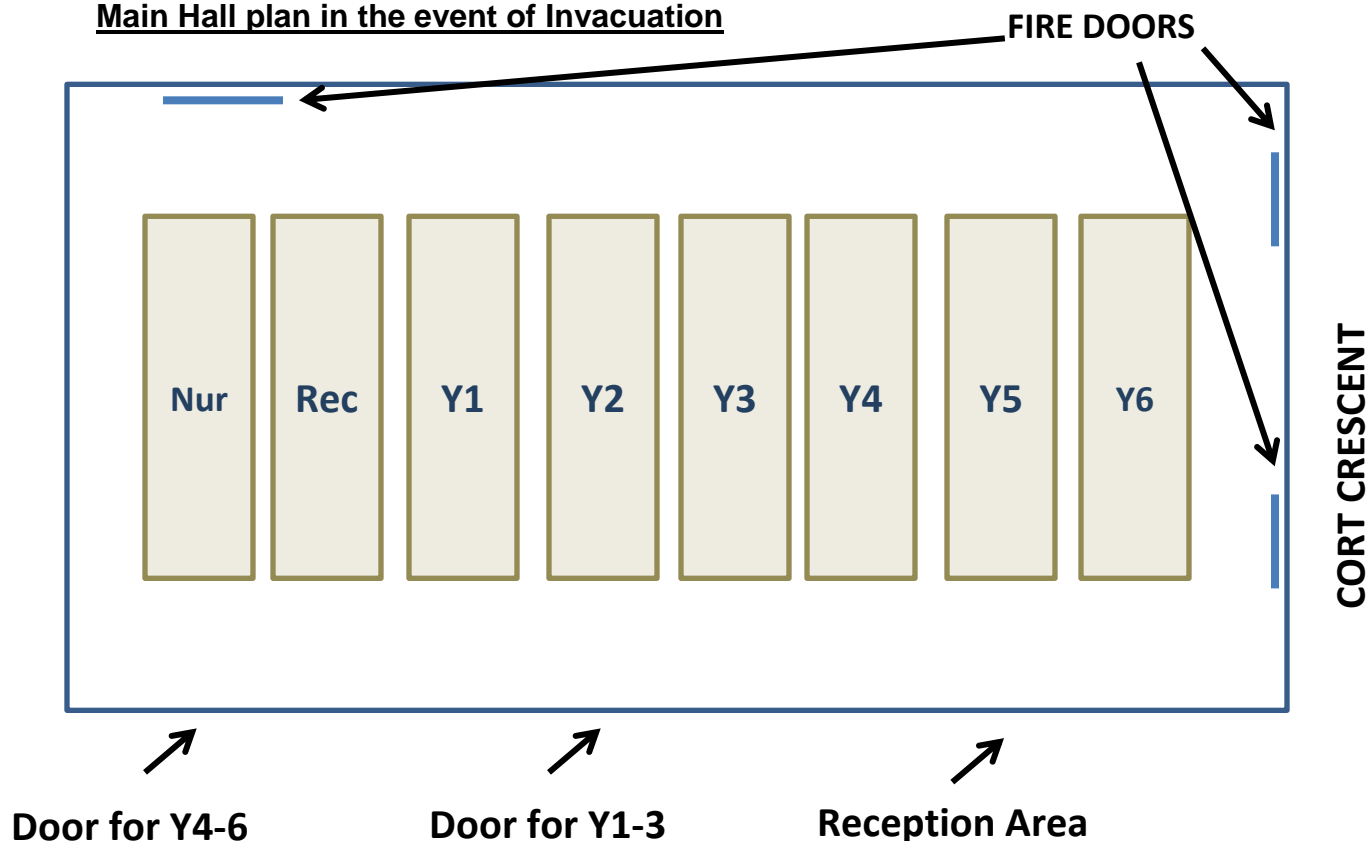
- A member of the office staff will pick up a staff roll call.
- When the fire bell sounds, the emergency services are notified automatically and **Dee Beesley** will open the car park gates. All people should evacuate the building immediately, in silence. Please don't dawdle!
- **Steve Wardle** will stand at the fire panel. In Steve's absence, **Bev Mitchinson** and **Kathryn Ward** will stand at the fire panel.
- **Cressida (Sarah Snow as reserve)** will ensure that staff and pupils in the KS1 and 2, Learning Zones, Specialist Practical Room and Computer Suite 1 and 2 and the KS2 corridor are evacuated and leave via the nearest fire doors.
- Years 4,5 and 6 will leave the building via the external doors in each classroom with their class teacher and TAs and walk around the building to the top playground. See map with highlighted route (teacher at the front and TA at the back. 1 to 1 TAs with their one to one child).
- **Teachers to take Ipads for registers.**
- Class teachers and TAs MUST know the arrangements for children who have a PEEP (Personalised Emergency and Evacuation Plan). **Sharon Rushin** will monitor and ensure these are kept up to date and shared with the appropriate staff including SLT.
- Children in KS2 that are in the toilets are to vacate the building via the fire door leading outside adjacent the school allotment. **Kerry Dinsdale** will check all toilets and escort the children out.
- Children and staff working in the Library should use the closest fire door to vacate the building supervised by their teacher/TA.
- If **Nicola Merriman** is working in the Library, she will ensure that all unsupervised children vacate the school using the closest fire exit. She will ensure that all children join their classes promptly.
- *The fire exits are located at the end of the school building (facing the school playing field), KS1 toilet corridor (facing the playground) and the KS2 toilet corridor (facing the allotment)*
- **Nicky Ball (Rhondda Beighton as reserve)** will ensure that year 1, 2 and 3 classes and corridors are checked. Yr 1,2, and 3 will leave the building via the external doors in each classroom with their class teacher and TAs and assemble on the top playground.
- Children in KS1 that are in the toilets are to vacate the building via the fire door leading onto the playground. **Nicky Ball (or Rhondda Beighton)** will check all toilets and escort the children out.
- Jatinder Mahil will check all rooms along reprographics corridor.
- **Sharon Rushin (Celia Leite as reserve)** will check all rooms along the reprographics corridor and Classes 1-3 who will leave the building via the fire doors in their classrooms and assemble on the top playground with their class teachers and TAs.

- SR- EYFS
- NB- KS1
- JM- staff room, hall and main corridor.
- All classes should line up on the top playground, as far from the buildings as possible. Pupils with PEEP may not be required to walk as far. It will be highlighted on their PEEP if they are to sit on a bench before the top of the playground. Teachers will stand at the end of the line nearest the building as should children and staff including staff who are not attached to a designated class.
- Classes should line up in alphabetical order, close to each other so that all present can hear instructions. The children and staff should be silent.
- Boys and girls should stand in two separate lines, side by side, in each class. This makes the lines shorter and it is therefore easier and faster to call the register.
- Once the teachers have completed the class register, they MUST raise their hand to signal that all the children are present
- If **all** are not present they should immediately notify **Jatinder Mahil (or Helen or Leona as reserve)** on the top playground. **Chelsea Coultous** will check all guests and visitors. Leona and Helen have lists of the classes and staff meant to be present. They will then inform Jatinder Mahil.
- **Leona/ Helen (Chelsea as reserve)** will run off a staff register using the school's electronic system and will check staff are present. When they have checked off their staff lists they will report to Jatinder Mahil.
- All TAs (except those that are 1:1s) and visitors to make a separate line in alphabetical order in front of the PE shed to make it easier and quicker for the staff/ visitor register to be checked by **Leona/Helen and Chelsea**.
- If a child is missing, the class teachers or adult in charge will inform **Jatinder** who will radio the message to **Steve Wardle** and **Dee B** using the code "**red card**" over the radio. This information will be shared with the Fire Brigade on their arrival. Staff MUST NOT under any circumstances go off to find the missing child.
- If somebody is missing, **Dee Beesley** at her discretion, *taking no risks*, will inform the fire brigade. They must inform the next most senior member of their intention to do so using the code "**red card**" over the radio. Dee will wait for the Emergency Services at the school car park gates.
- Nobody can enter the building until the all clear has been given to **Jatinder** from **Steve**.
- If it is unsafe to enter the building **DO NOT DO SO**. Either way, the designated member of staff at the gate should be kept informed (**Dee B**) and will inform the Emergency Services of the situation immediately on their arrival.
- High visibility jackets are to be worn by fire marshals ONLY.
- All marshals to have radio with them at all times.
- **Leona/Helen/Chelsea** will be responsible for bringing the staff and visitors list outside during an emergency evacuation.
- Jatinder (Nicky as reserve) will instruct staff when it is safe to take their classes back inside)

Invacuation procedures

- An Airhorn will be rung by **Bev/Helen/Leona/Chelsea**.
- Foundation 1 and Foundation 2 will go to Class 3 as their base. **Sharon Rushin (reserve Celia Leite)** will check all children and staff are present and radio **Jatinder Mahil** to confirm.
- All staff will be responsible to escort children to the school hall in silence without dawdling! Y4-6 classes should walk down the left hand side of the main corridor. Y1-3 classes to walk down the right hand side of the main corridor.
- The register will be taken. The same procedures for evacuation will apply.
- All children will line up in alphabetical order-the same procedures for evacuation will apply.
- **Dee Beesley (Chelsea as reserve)** will call the emergency services.
- **Steve Wardle, Nicky Ball and Kathryn Ward** will check that all windows and doors are secure from the inside. They will radio **Jatinder Mahil** to confirm.
- If lunchtime or break, all staff are to go outside and get the children in, then direct them to the hall in an orderly quiet manner. If there is a lesson or it is still lunchtime, children and staff are still to gather in the hall. The main point is to get the children inside!
- Yr 4, 5 and 6 to bring children in through KS1 and Yr 3 doors.

Main Hall plan in the event of Invacuation



Snow closure

- **Jatinder Mahil (Nicky as reserve)** will call the Trust, local authority and Chair of Governors to inform them of the school's decision to close.
- A school text message will be sent by **Bev Mitchinson** or **Helen Westwater** to all parents and staff.
- The school website will be updated with a notification.
- The local radio station will be informed- Radio Leicester 0116 251 6688