

SMARDEN PRIMARY SCHOOL

'Enjoying, Learning and Achieving Together'

Emergency Evacuation Policy

Reviewed by Governors	March 2021
Due for Review	March 2023

Smarden Primary School Emergency Evacuation Policy

Smarden Primary School Emergency Evacuation Procedures 2020/2021

In order to ensure the safety of all students, staff, visitors and any other people Smarden Primary School have emergency evacuation procedures in place. The contents of this policy are as follows;

1. Fire Evacuation
2. Red Alert
3. Lock Down
4. Critical Incident Management Plan
5. Business Continuity Plan

1. Fire Evacuation

Fire evacuation is triggered by the sound of the fire alarms which are tested on a weekly basis. Fire evacuation is rehearsed a minimum of 3 times per academic year. All Smarden Primary School staff receive Fire Awareness training and fire wardens receive Fire Warden training. When the fire alarm sounds, everyone should follow the procedure as detailed in the Fire Evacuation Plan.

2. Red Alert - Threat to the school

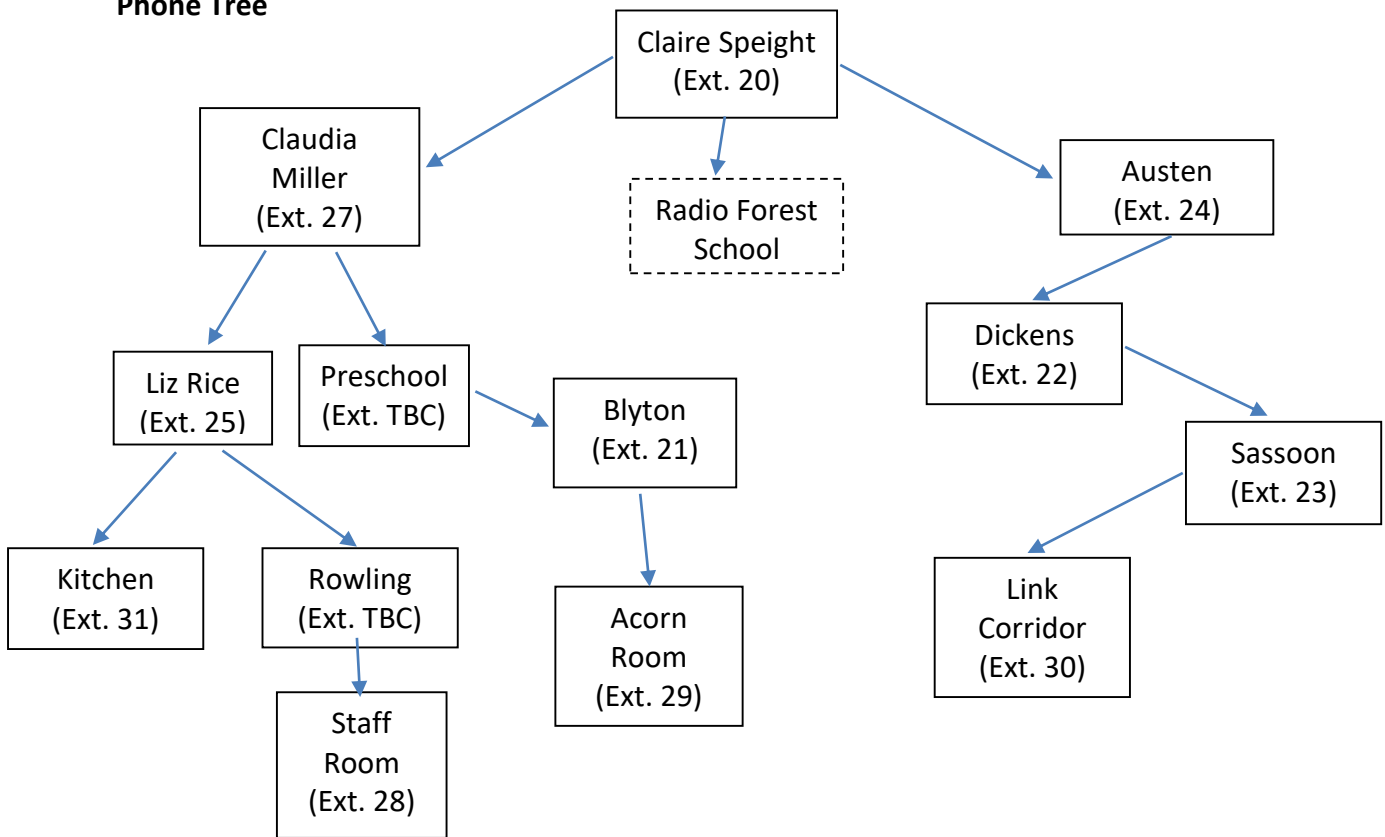
The Red Alert procedure is in place if it is felt that there is a threat in the school, which is not from a person. An example would be an unmarked suspicious package or a bomb threat. In this situation, the fire alarm will be deployed.

Red Alert procedure will be rehearsed once per academic year. When there is a Red Alert evacuation the staff will follow this procedure:

Action	By Whom
"Red alert" to be phoned through to each classroom (following phone tree, as detailed below), radioed to Forest School and emailed to all members of staff	Claire Speight to email all. All Staff to make phone calls as per tree
Contact emergency services and TKAT	Claire Speight
Fire Alarm deployed	Claire Speight

Pupils to be evacuated by staff from classrooms and leave through their nearest fire exit (as per Fire Evacuation Plan). Staff to ensure emergency register are taken with them. <small>(aim is to get pupils as far away from the building as possible)</small>	Staff
Evacuation Wardens (fire wardens) should check their areas are clear of people. (CM and ER to check upstairs office area, staffroom, staff toilet)	Wardens, CM, ER
Forest School to make their way to the Minnis Field along the footpath, as per the Fire Evacuation Plan.	Staff
Pupils to line up on Minnis field, as far from the main building as possible and registers taken	Teachers, support staff
All visitors / contractors should stand to the side - CS to ensure everyone is accounted for.	Visitors / contractors / CS
Once everyone is accounted for, CM will take action from the police	CM

Phone Tree

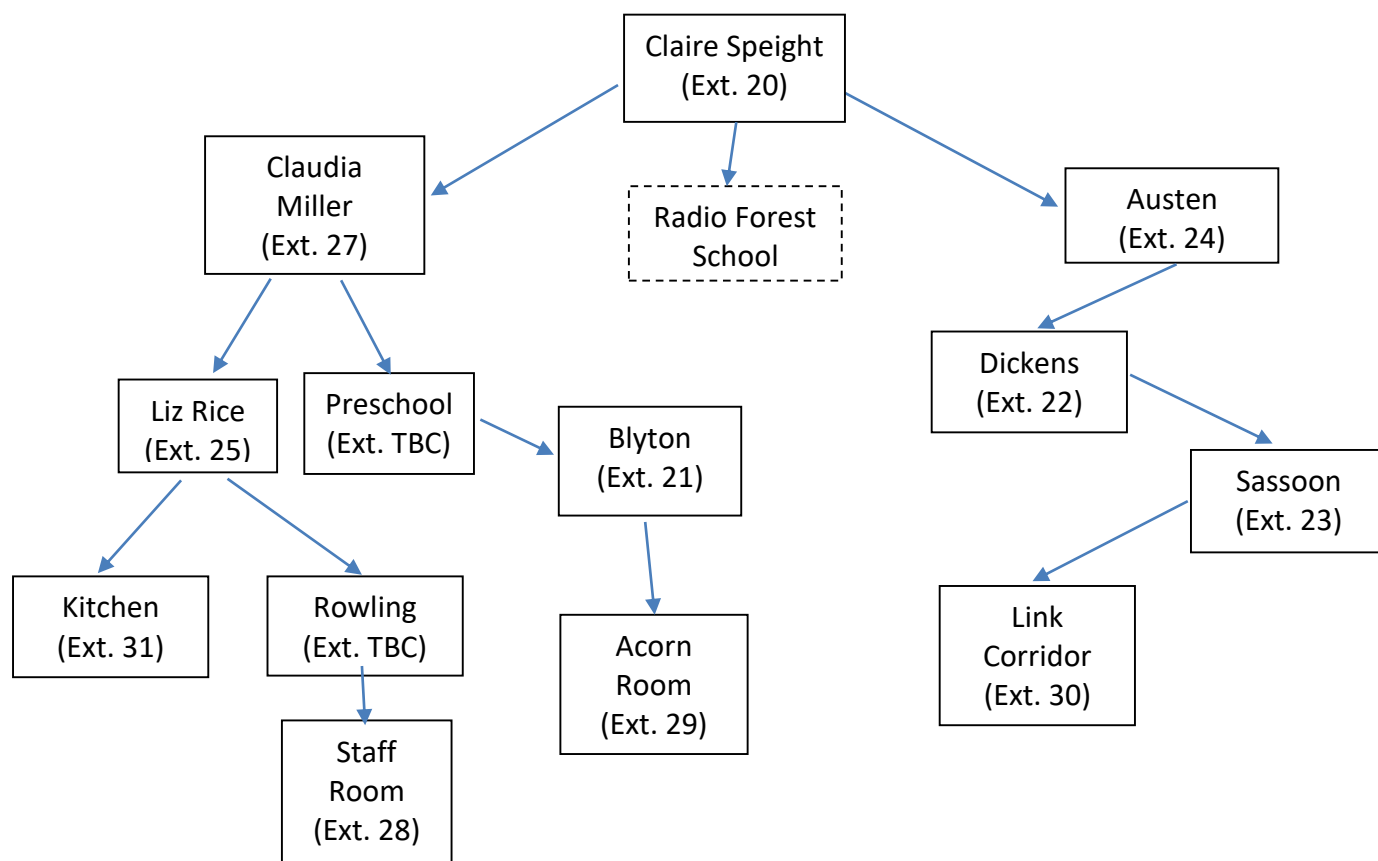


3. Lock Down – Intruder on Site

The Lock Down procedure is for when there is an intruder on the school site. The main purpose is to hide from the potential intruder and safeguard all pupils. The Lock Down procedure will be rehearsed once per academic year (if appropriate). When there is a Lock Down evacuation, staff will follow this procedure:

Action	By Whom
“Lock down” to be phoned through to each classroom (following phone tree, as detailed below), radioed to Forest School and emailed to all members of staff	Claire Speight to email all. All Staff to make phone calls as per tree.
Contact emergency services and TKAT	Claire Speight
Staff members in classrooms / offices are to lock their doors / close windows and ideally cover windows with black paper.	Staff
Staff, visitors and contractors in an unsecure area should make their way to a lockable room immediately.	Staff
Forest School should lock themselves in the Forest Area or return to school if it is safe to do so.	Staff
Pupils to line up on Minnis field, as far from the main building as possible and registers taken.	Teachers, support staff
Wait for emergency services to take action.	CM

Phone Tree



4. Critical Incident Management Plan

For the purpose of this plan, we define a critical incident as any event or action that affects our ability to provide for the education of students or to make facilities available for use by our community or directly involves our staff or pupils. These events or actions may be a result of:

- Damage to the fabric of the buildings
- External factors e.g. local gas/chemical leak, major road accident
- Incidents on and off-site activities involving students/staff

Practice

Incident Management Team	Immediate Action
<ul style="list-style-type: none"> • Senior Leadership team • Business Manager • Office Manager • Chair of Governors 	Incident team meet, gather all information, assess continuing risk, Head Teacher to brief team.

<i>Substitutes may need to cover absences. Additional staff may be needed depending upon incident (TKAT Paul Roberts)</i>	
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Head Teacher	Business Manager
<ul style="list-style-type: none"> • Contact TKAT & agree support required Inform Chair of Governors • Inform staff • Review progress with team 	<ul style="list-style-type: none"> • Contact Paul Roberts • Liaise with Emergency Services • Call in caretaker if needed • Liaise with TKAT Press Office • Divert Press to TKAT Press Office • Inform parents and pupils, as appropriate Use the Business Continuity Plan to inform staff and agencies • Contact HSE if needed

5. Business Continuity Plan

When there is a requirement to close the school before the school is open to pupils or visitors, staff will need to follow the Business Continuity Plan issued to them by the Business Manager. This will be issued on an annual basis and will be updated throughout the year. This document provides staff with information regarding who they are responsible for contacting. This document also provides staff with the names and numbers of relevant emergency services associated with the school in the scenario they need to contact someone e.g. smell of gas, fallen tree etc.