



Evacuation procedure

Evacuation procedures should be followed when pupils, staff and visitors need to be removed from school buildings in an orderly fashion; this can be as a result of a fire or other incident within the school building.

These procedures should be practised to ensure they are effective and understood by staff and pupils.

King George V Primary School Evacuation Procedure

Incident control officers and response team		
Responsibility	Nominated person	Emergency contact number
Incident control officer	Sarah Penny	0121 553 0060
Deputy incident control officer	John Williams	0121 553 0060
Communications officer	Gemma Crowley	0121 553 0060

Signals	
Evacuation signal	Continuous sound of fire alarm
All-clear signal	Alarm off/Message from incident control officers

Other arrangements	
Evacuation assembly points	Main playground
Communication arrangements	Alarm, Walkie-talkies

Evacuation procedure

Initial implementation
A member of staff nearest to the incident that requires an evacuation informs the headteacher or a member of the incident response team who raises the alarm. If the incident is a fire in the school, the nearest staff member triggers the fire alarm.
If a dangerous situation warranting evacuation is brought to the attention of the school by an alert through the national Emergency Alerts system, the staff member(s) who received the alert informs the headteacher or a member of the incident response team, who raises the alarm.
The evacuation signal is given.
The headteacher uses the school's announcement system (two-way radio) to ensure all staff, pupils and visitors are aware the evacuation is not a practice.
Staff, pupils and visitors are directed by the headteacher whilst they facilitate the full, partial, phased or directional evacuation of the premises.
The headteacher will decide which assembly point needs to be used to ensure that everyone is at a safe distance from the threat.
Parents are informed via the school's parent messaging system that an evacuation is taking place.
Immediate action
The headteacher contacts the relevant emergency services to alert them of the incident and they are kept up-to-date, as necessary.
Staff managing pupils and/or visitors take them through the nearest exit.
Staff members escort pupils with PEEPs in accordance with their plan.
Staff, pupils and visitors only take important belongings with them, e.g. medication, if it is safe to do so.
Staff escort pupils and visitors to the nearest assembly point.
The assembly point is moved, if required, to ensure that everyone is a safe distance away from the threat.
At the assembly point, one staff member per group conducts a register. Staff notify the headteacher immediately if any pupils, members of staff or visitors are not accounted for via two-way radio or mobile phone , and an immediate search is instigated where appropriate.
The emergency services are informed of any individuals who are unaccounted for.
Staff members keep the groups they are responsible for calm during the evacuation.
The site manager monitors the main access points of the building to make sure no one re-enters the premises.

The evacuation only ends once the all-clear signal has been delivered.

People are only permitted to move away from the assembly point once the **headteacher** is certain that they will not re-enter any unsafe areas.

Further action after the evacuation

If it is likely that the school site will remain closed for a substantial time, the **headteacher** will consider enacting plans to send pupils and staff home, if it is safe to do so.

Parents are fully informed of the incident **via letter**.

The **SLT** review the evacuation procedure for its effectiveness and make changes as necessary.

The emotional and mental impact on pupils and staff is considered, and anyone affected by the incident is provided with support.