



# Evacuation Policy & Procedures

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## Evacuation Policy and Procedure

This document details the evacuation procedures for Hunslet Moor Primary School. This covers any evacuation, including fire or any other critical incident where a Co-Headteacher, Assistant Headteacher or other senior member of staff makes the decision to evacuate the school buildings.

### **Aim**

The aim of this policy is to ensure the safety of all members of our school community in the event of a fire or other critical incident that would result in the need for timely evacuation of the school buildings.

### **Responsibility of all staff**

**It is important that all staff at Hunslet Moor Primary remember that safeguarding is everyone's responsibility and that every adult has a duty of care. In any evacuation of the school building please ensure that common sense prevails.**

All staff should ensure that they are familiar with these procedures and act upon the requirements. This Policy and Procedure document is included in staff information packs provided to every member of staff at the start of the school year and all staff must sign to acknowledge that they have read and understood the contents. It is the responsibility of the Co-Headteachers and School Business Managers to ensure that every member of staff has signed to acknowledge they have read this document. Staff, including volunteer members of staff - who join the school throughout the year, must read the Evacuation Policy and Procedures and it is the responsibility of the member of staff providing the induction to ensure this is completed.

Following the activation of Evacuation Procedures, all staff have a responsibility to ensure the safe evacuation of themselves and children from the school building. All staff have a responsibility to take charge and ensure the children in their care evacuate the building in an emergency. They will also actively ensure that the means of escape in classrooms and shared areas around school are never obstructed or blocked. Class teachers have a responsibility to share with pupils and clearly explain expectations for behaviour, safe movement and assembly points in an evacuation.

Any visitor to school, including agency staff, must be informed of the nearest exit to where they are working. This includes the Hall if a PE lesson is scheduled for the day. It is the responsibility of Phase Leaders to ensure that any agency staff working within their Phase are aware of the nearest exit and the procedures to follow in an emergency evacuation.

It is the responsibility of all staff to ensure that they are signed in, and when leaving the school building at any time of day - that they are signed out.

### **Use of the school alarm system and practice drills**

It is the responsibility of the School Business Managers to ensure that the school alarm system is in sound working order and regularly checked.

### **Evacuation Drills**

Evacuation drills are carried out regularly throughout the school year at the decision of the Co-Headteachers, Governing Body and Senior Leadership Team. Monitoring response time and an evaluation of any evacuation drill ensures that procedures are monitored and any concerns addressed. Staff and pupils are not usually warned in advance in order to maintain authenticity and reduce complacency. Prior to an Evacuation drill taking place, it is the responsibility of the School Caretaker to notify 'LeedsWatch' beforehand that it is a drill. In the event of a false alarm it is the responsibility of the School Business Managers to telephone 'LeedsWatch', who will inform the emergency services .

### **Sounding of the alarm**

The school alarm is only to be sounded on the following occasions:

- Fire emergency
- Critical incident which requires the school buildings to be evacuated

- Planned rehearsal of the emergency evacuation plan
- Testing of the alarm system

### **Use of whistle in event of fire alarm not sounding or when pupils are on the playground**

If staff want to signal to other pupils and other adults the need to follow evacuation procedure if the alarm does not sound or when pupils and staff are on the school playgrounds and possibly cannot hear the alarm sounding in the building – **three sharp blows of a whistle** will indicate the need to follow the evacuation procedures as outlined in this policy. Whistles are provide to all staff with their lanyard and should be worn in case needed as outlined here.

In all cases, unless otherwise informed, all staff should treat any sounding of the school alarm as a real event and should respond accordingly. The alarm should be sounded for any emergency where the evacuation of the premises is needed. **Anyone discovering a fire should sound the school alarm by activating one of the emergency call points.**

### **Evacuation without the sounding of the school alarm**

If there was a situation where the Co-Headteacher or acting senior member of staff made the decision to evacuate the school building without sounding the school alarm, the evacuation procedures outlined in this policy would still be followed by all members of the school community. In this situation, senior staff would notify and direct staff and pupils accordingly.

### **Laminated class registers**

Although registration of pupils is electronic, a laminated class register is kept within each class. Teachers and support staff have a responsibility to ensure that they know at any time on any day which children in their class are in school. This laminated register should be completed and amended throughout the day to reflect pupils present in school and staff should ensure that the register is always taken with the class if they move outside of the classroom i.e. during PE lessons and at break times. It is the responsibility of the School Office Manager - leading the office team, to ensure that any new pupils joining the school or any pupils leaving are added/removed from registers before the pupil arrives for their first day or after they have left the school and a new laminated copy provided for class teachers. Pastoral team members must ensure that they provide new starter information to the Office Manager prior to the child starting their first day.

**This register is to be taken to the assembly point in the event of an evacuation.**

### **Personal Emergency Evacuation Plans (PEEP)**

This is an individual plan for means of evacuation from fire/emergency for adults/children who may have a disability or who would require support evacuating the school buildings. The decision to put in place a Personal Emergency Evacuation Plan will be made by the Co-Headteacher and school SENCo and will involve consultation with the member of staff concerned, or in the case of a pupil - with the child, their guardian(s) and the child's class teacher.

### **Complete Evacuation of school site**

Following the emergency evacuation of the school buildings, a Co-Headteacher, Assistant Headteacher or acting member of senior staff may make the decision to evacuate all staff and pupils from the school site. In this situation, the School Emergency Plan would be followed – under the direction of senior staff.

## **Evacuation Procedures**

***Any member of staff has a duty to activate an emergency call point if they identify signs that the building needs to be evacuated.***

### **ON HEARING THE SCHOOL ALARM:**

- Designated Office Staff will print off a complete current staff & visitor signing-in log from Inventory and also collect the Caretaker keys if the Caretaker is off duty.
- It is the responsibility of the class teachers to collect the laminated class register within their class.
- Class teachers must ensure that when teaching outside or in other areas of the school (i.e. PE lessons in the Hall or playground), they must take the laminated class register with them. Nursery Staff will take their signing-in book and the Kitchen Supervisor will take their signing-in book (although all Kitchen Staff are required to sign in at the Main Office).
- It is the responsibility of the adult leading the class to evacuate the building from the nearest exit, **if it is safe to do so** and to assemble at their designated assembly point on the playground (moving externally around the school building if it is safe to do so to reach their designated assembly point).
- For those children who are being taught in break-out groups or separate from their main class at the time of the fire alarm sounding, it is the responsibility of the adult leading the group or working with the child, to evacuate the building from the nearest exit, **if it is safe to do so** and to reunite the child/ren with their main class at their designated assembly point (**if it is safe to do so**).
- All teachers, children and visitors should leave the building by the nearest fire exit where it is safe to do so. This **must** be done in an orderly manner without panic or rushing.
- All staff to ensure that children evacuate the building and line up in their designated areas in silence.
- Leave the building immediately. No bags, coats or personal belongings to be collected.
- Those staff with areas of responsibility must ensure all fire doors are closed, including pushing classroom fire doors to, after the last person has left.

### **Emergency evacuation routes:**

Emergency exits are displayed and designated assembly points. It is the duty of every member of staff to familiarise themselves with routes, exits and assembly points. Internal signage indicates emergency exits. Staff must exercise common sense during any evacuation and have an awareness of alternative routes.

### **Designated Assembly Points**

**Once outside, staff and pupils are to proceed in an orderly way to the designated assembly point in the playground:**

**There are 4 designated assembly points:**

- At the far end of the main school car park
- On the Nursery/Reception/KS1 playgrounds
- Ball court – KS2 playground
- KS2 playground

The staff and pupils expected to assemble at each designated point are detailed below, however if it is unsafe or impractical for staff or pupils to proceed to this assembly point then common sense must prevail and staff would escort pupils to an alternative assembly point.

**Main school car park assembly point – Office Manager/senior office administrator to lead.**

**The number for the padlock on the internal gate at the top end of the car park is 1000**

- School business manager
- Office/admin team
- Pastoral or any staff members working at this end of school

- Visitors to school
- Catering team

The member of office staff responsible for checking the Inventory sign-in system will complete a register to check that all visitors and all office/admin/pastoral/catering staff are present.

**KS1 assembly point – member of leadership team/experienced teacher to lead.**

- Nursery staff and pupils
- Reception staff and pupils
- Year 1 staff and pupils
- *if evacuation is during lunchtimes Year 2 will assemble on the KS1 playground also*

The senior member of teaching/leadership team will ensure that staff and pupils are registered quickly and then move quickly around the building (if it is safe to do so) to notify the Co-Headteacher, Assistant Headteacher (or senior member staff deputising) on the KS2 assembly point if all pupils and staff are accounted for on the KS1 assembly point.

**Ball court assembly point (KS2 playground)– member of leadership team/experienced teacher to lead**

- Class 2a
- Class 2b
- Class 3a
- Class 3b

The senior member of teaching/leadership team will ensure that staff and pupils are registered quickly and then notify the Co-Headteacher, Assistant Headteacher (or senior member staff deputising) on the KS2 assembly point if all pupils and staff are accounted for.

**KS2 assembly point – member of leadership team/experienced teacher to lead**

- Year 4 staff and pupils
- Year 5 staff and pupils
- Year 6 staff and pupils

The senior member of teaching/leadership team will ensure that staff and pupils are registered quickly and then notify the Co-Headteacher, Assistant Headteacher (or senior member staff deputising) on the KS2 assembly point if all pupils and staff are accounted for.

- An EYFS member of the Senior Management Team, or most senior member of staff available, to check all are present on KS1 playground (adults and pupils) and notify the senior member of staff at the KS2 assembly point
- An Assistant Headteacher\*\* to check all are present on KS2 playground and await confirmation from the KS1 playground. They will then notify the Co-Headteacher, School Business Manager and Fire Marshall on the main car park assembly point.

\*\* In the absence of senior leaders, the most senior member of staff at each designated point will deputise and follow the procedure outlined above.

When in the playground, adults must ensure that children line up **facing away from the building and in silence**; teachers will take a quick and accurate roll call from the laminated register and account for all pupils and also all adults working in their area once the register has been taken and all children are accounted for the teacher is to hold the register in the air – **notify the senior member of staff on duty quickly if there are any pupils or members of staff unaccounted for.**

## **Evacuation from the school Hall**

### **There are 4 evacuation routes marked for any evacuation from the school hall**

- evacuation through the fire exit leading directly to the stairs down to outside the Year 5 classrooms
- evacuation through the double doors leading towards the front entrance to school
- evacuation through the double doors in the main hall leading towards the KS2 playground
- evacuation through the single door in the small hall leading towards the KS2 playground

If the fire alarm sounds in the school hall, the most senior members of staff must co-ordinate the movement of pupils and staff to ensure a safe and timely evacuation. When adults are escorting pupils from the hall they need to ensure that pupils are escorted through the most appropriate exit where it is safe to do so.

If there are a smaller number of pupils and staff in the hall (e.g. a PE lesson) when the fire alarm sounds this class should evacuate through the most appropriate exit route and proceed to the nearest designated assembly point where a register should be taken.

If there are a larger number of pupils in the hall (e.g. during an assembly) when the fire alarm sounds, senior staff would lead on co-ordinating staff to evacuate pupils using all 4 exits from the hall (**if it is safe to do so**). Pupils and staff would then move around the building quickly and calmly (ensuring that a safe distance is kept from the building where possible) to their usual designated assembly point (**if it is safe to do so**).

### **Fire Officers**

Designated Fire Officers will 'sweep' allocated zones of the school building. Fire Officers will be checking that;

- all pupils and adults have evacuated
- all fire doors and classrooms have been closed

Fire officers who have any pupils with them at the time of an evacuation will hand these pupils over to another member of staff to escort to their assembly point before beginning their duties.

Once Fire Officers have completed their 'sweep' (where safe to do so) they will evacuate from the nearest exit and make their way to their designated assembly point and confirm with the Fire Marshall that zones are clear.

**Fire Marshall** – John Worsnop (or designated member of staff in Mr. Worsnop's absence).

Fire Marshall duties;

- Check fire alarm and find out where the alarm has been set off
- Check the area is clear where the alarm has been activated
- Fire Marshall to speak to the Fire Officers to confirm all checks completed and clear
- Fire Marshall to authorize the Headteacher or Deputy Headteacher that it is safe to re-enter the building

Any members of staff on a lunch break, PPA time or are working elsewhere in the school building must evacuate via their nearest exit, **if it is safe to do so**, and then move around the building to report to their designated area (**if it is safe to do so**).

**NO ONE** is allowed to re-enter the school until told to do so by a Co-Headteacher, Assistant Headteacher or senior member of staff deputising, when it is an Evacuation drill. In the event of a fire, NO ONE is allowed to enter until told to do so by a Fire Officer.

**The Caretaker** (or designated person in his absence) will turn the alarm off to signify that school is safe.

**In the event of a fire the lift is not to be used.**

### **Additional Evacuation Procedures**

For the following situations; Lunchtimes, Breakfast Club and After School Clubs, additional guidance is given below. Unless expressed otherwise, in these situations - actions would follow the Evacuation Procedures outlined above.

## LUNCHTIME

### Evacuation Procedures

#### Handing responsibility for children from class teacher to Midday Supervisors:

- Supervision at lunchtimes is outlined in the Lunchtime Engagement Policy and staff on duty. Lunchtime must begin promptly so that this hand-over of supervision is clear. Intervention groups must return to class in time for the lunchtime staff to have hand-over from the teacher of all pupils.
- Class teachers must hand over the class laminated register to the member of staff supervising the class over lunchtime, this will have an accurate record of children in this class currently in school.
- Any pupils who are in Time-in at lunchtime are the responsibility for the senior member of staff leading Time-in.
- Children who are in Nurture lunch provision are to be supervised by the member of staff leading this provision.

#### **Midday Supervisors/Member of lunchtime staff responsible for each class:**

A member or members of Midday or teaching/support staff are responsible for each class at lunchtime. These responsibilities are outlined in the Lunchtime Engagement Policy.

#### Lunchtime registers

- Laminated class registers are the responsibility of the Midday Supervisor or lunchtime member of staff assigned to each class. The laminated register should be kept with this member of staff for the duration of lunchtime and then handed back to the class teacher at the end of lunchtime.
- In the event of lunchtime evacuation, the laminated class register should be carried to the designated assembly area by the Midday Supervisor or lunchtime member of staff responsible for each class.
- For children who are outside on the playground, the whistle should be blown by one of the lunchtime members of staff present on the playground. Children are to stop and stand still before being instructed to walk calmly and sensibly to their identified assembly point in the playground. Midday Supervisors/lunchtime staff responsible for each class should stand at the front of the line so that children know where to line up.
- Children in the cloakroom, toilets or any area other than the Hall should make their way out of the nearest exit and line up in the identified assembly point in the playground and report to the nearest adult.
- Children anywhere else in the building should make their way out of school by the nearest available exit, **if it is safe to do so**, and report to the nearest adult, who will direct them to their assembly point.
- Children should remain in their line with their Midday Supervisor/member of lunchtime staff until further instructions are issued by a Co-Headteacher or member of the Senior Leadership team.
- Teachers and support staff should also vacate the premises, by the nearest exit, **if safe to do so**, and join up with their classes to assist in ensuring all children are registered and accounted for.
- When in the playground, children should line up facing away from the building in silence. Midday Supervisors/members of lunchtime staff responsible for each class should ensure all children are accounted for, teachers and support staff for each class to support.

## **AFTER SCHOOL CLUBS**

### **Evacuation Procedures**

#### **ON HEARING THE ALARM, THE FOLLOWING PROCEDURES WILL BE FOLLOWED:**

- The designated member of staff in charge of the club will take the children via the nearest fire exit and assemble at nearest assembly point on either the KS1 or KS2 playground

**Any evacuation from the school hall will follow the guidance outlined on page 5 of this policy.**

- Children will be marked as per Club register and the designated member of staff in charge of the club will check all children and all adults are accounted for.
- **Please note:** Registers for After School Clubs should be a hard copy document and not electronic.
- A log will be printed by the School Business Manager (or designated person in their absence) to account for all staff and any visitors in school.
- Designated lead member of the Senior Leadership Team and Senior members of staff to oversee assembly and check all children and adults are accounted for.