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Springfield Primary School



Emergency Evacuation Instructions

EMERGENCY EVACUATION INSTRUCTIONS

ALARM

On discovery of a fire, the alarm will be raised by any responsible person who will:

- a) Press the nearest fire bell button.
- b) If possible, advise Reception as to where the fire is, using the nearest phone.
- c) Take action to control the fire with equipment at hand, if it is safe to do so.

ACTION BY STAFF AND PUPILS – EVACUATION PROCEDURE

General

1. To prevent undue panic and stress to pupils and visitors when the alarm initially sounds it will be silenced by the Receptionist, who will then inform all walkie talkie users of the location of the alarm.
2. A Site agent or a senior manager must check on the validity of the alarm asap informing reception immediately.
3. If the evacuation bell sounds continuously the Evacuation procedure should be carried out immediately.
4. Staff in charge of classes should escort pupils from the building by the safest direct route to the assembly point on the **playground**.
5. Pupils, staff and others who are working on their own must make their way to the assembly point area.
6. Movement must be in a **quiet, orderly** fashion.
7. Office Staff should collect registers and distribute them to **Miss A Wing** at the assembly area. **Miss A Wing** will distribute to **Teachers holding the RED emergency card in the air**.
8. Groups should line up in registration order at the point shown on the plan – remaining silent and still. Teachers will supervise their own classes.
9. Teachers will check registers, **Mrs M Treble** will actively check with each Teacher and will collect registers and report absentees to the Headteacher.
10. **Visitors** should report to the location marked on the map where **Miss E Larham** will check all are present.
11. **Mrs M Treble** will advise the **Headteacher** when the evacuation procedure has been carried out.
12. The instructions to return to classrooms will be given by the **Headteacher** to **Senior Leadership Team** via walkie talkie.

TEACHERS MUST

- a) Stress the importance of Evacuation Drill.
- b) Insist on **silent** and **orderly** behaviour at all times during the evacuation and the checking procedure.
- c) Ensure that the group knows its exact position at the assembly point. **Mrs M Treble** should ensure that Teachers rehearse with their class during the first day of term each September as the position at the evacuation assembly point changes each year.
- d) Classes should line up in alphabetical order.

STAFF 'SIGNING OUT' INVENTORY

All staff should 'sign out' on INVENTORY, when leaving the site during school hours, INCLUDING LUNCHTIMES. The time of signing out and sign back in must be recorded.

DUTIES WITHIN THE GENERAL OFFICE

If the alarm is genuine, office staff should pick up the registers, walkie talkies, evacuation procedure, inventory tablet, grab bag, and then evacuate the building and go to the assembly point. This is situated on the **main cupboard in the office**. (All key personnel who have access to walkie talkies must take them out with them).

EMERGENCY EVACUATION INFORMATION FOR STAFF AND PUPILS

Evacuation assembly points change at the start of every new academic year starting in September.

For this reason, **Mrs M Treble** should check that all Teachers do visit the assembly point on the **MORNING** with their class Groups *on the first day of the Autumn Term*.

The assembly points on the playground have been marked with numbers to make it easier for teachers and pupils to identify their place for lining up. Laminated copies of the layout will be provided at the start of the academic year. These should be displayed in classrooms (and old versions discarded).

Please see: Evacuation Assembly points plan

Classes should use the numbers in the Plan. It is important that teachers pass this information on to the members of their class on the very first day of the Autumn term. Display/information in each classroom.

EMERGENCY EVACUATION FOLDER

A red box is displayed prominently in the General Office. This contains evacuation checklists on clipboards, advice and procedures on a range of emergencies and must be updated immediately there is a change. Headteacher/Deputy headteacher must process any changes in response to receiving information on "Notification of starters/leavers/amendments" forms.

Overall Responsibilities

Headteacher: (Mrs M Treble in absence)

- Overall charge.
- Remedial instructions and dismissal.

Deputy Headteacher: (Ms O Pacey in absence)

- Checking of pupils and Year staff.
- Cover teacher to report their own checking.
- Deputy Headteacher to confirm all is correct with Headteacher.

Site Agent

Alarms and greeting emergency services.

Management Team

Assisting linked checking responsibilities as detailed.

Senior Leadership Team

- Distribute registers to teachers, check the signing in/out on Inventory and support of teachers. Checking with individual tutors re missing pupils and the collection of registers.
- To check registrations of those groups whose Tutor is absent.

Teachers

- Responsibility for organisation and control of Tutor Group.
- Checking the class register.
- Advising **Senior Leadership Team** of missing pupils/issues when they circulate.
- Stay with Tutor Group until they are dismissed.

Checking/Reporting Back Responsibilities

1. Collective checking Headteacher
2. Office staff/Support staff/Site Agents/Visitors Deputy Headteacher
 - a. Learning Support staff,
 - b. external lunchtime supervisors,
 - c. Dinner staff.
3. Year groups re: register/signing in/out books. Senior Leadership Team
4. Fire Marshall building evacuation check list: Headteacher

Lining up Routines

Pupils must be:

- Quiet.
- In single file.
- Tutors to stand on the numbers.
- Tutees to face the Tutor.
- In alphabetical/register order.
- In line and still until dismissed.

Evacuation Checklist Details

The Evacuation box contains information and simple checklists which will enable those charged with monitoring or checking roles in an evacuation situation to carry out their duties quickly and effectively

Staff covering registers must support during evacuations with the same groups. If a member of staff knows that they are going to be absent, please arrange for a substitute member of staff to carry out their responsibility where possible.

Dismissal

The **Headteacher** must decide when it is safe to go back into buildings or when staff and pupils can be dismissed. **Senior Leadership Team** to control Year Group dismissal, one class at a time. Teachers remain with classes and maintain quiet and sensible behaviour until dismissed.

Post Evacuation

Site Agent/Headteacher should re-set the alarm system with the minimum of disruption.

Evacuation Practice Regularity

At least 3 times per year (termly).

Evaluation and Review

A staff evaluation takes place once per year for practices in September and for every genuine emergency. The evaluation should include all staff and outside agencies on site at that time. A review of the procedure should take place every 2 years.

Informing of Routines

The Headteacher is responsible for ensuring that all of the following are informed of the school evacuation procedure:

- Pupils Via class teachers using Data File and classroom wall chart
- Teaching Staff Via Data File.
- Non Teaching Staff Via Data File.
- Office Staff Via Data File.
- Canteen Staff Via Canteen Manager/routines supplied.
- Visitors Routines supplied when signing in at Reception.

Fire Marshalls

Main duty to check the block to ensure that everyone has left the building. The Fire Marshalls must report to the Headteacher immediately after they have checked and confirmed their respective areas are clear.

Hive Mr A Pardeep/Miss L Burton

Media Suite Miss L Champkin

EYFS	Miss E Hawkes
KS1	Miss T Fuller
Year 3	Miss R Lewyn
Year 4	Miss R Masih
Main office Area	Mrs C Andrews/Mrs M Treble
Library/Staff toilets	Miss A Wing