



Emergency Planning and Evacuation Policy 2023

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AIMS

- To establish procedures for the orderly and safe management of emergencies involving risk to pupils, risk to members of staff, parents/carers or potential harm to property or to the environment.
- To safeguard all members of the school community in the event of a credible threat to health and safety.
- To plan for, practise and expedite the safe and orderly management of an emergency, which is likely to involve an entire or partial evacuation of the school buildings.

There are various emergency situations which may necessitate the safe, partial or total evacuation or closure of the school buildings. These situations will vary but will always involve a crisis that threatens: the health and safety of pupils and adults; or potential severe damage to property; or major social or transportation disruption.

These crises may include:

- Bombs, or bomb alerts
- Fire, or fire alerts
- Threatening behaviour
- Epidemics or pandemics
- Extreme weather
- Other eventualities that may need a quick and orderly evacuation

EMERGENCY PLANNING

As soon as the Headteacher, or a member of the Senior Leadership Team (SLT), are notified of an emergency they will meet with all relevant parties, and seek all relevant advice, to assess the risk. This group will include, whenever possible, the Chair of Governors. The advice sought will depend on the perceived nature of the risk; however, the advice will always be sought from a recognised public body such as Kirklees Council. This advice will clarify the essential steps to be taken in planning to safeguard life and/or property. Existing plans issued by relevant public agencies will be followed, to the extent that they are deemed to apply to particular situations.

If there is insufficient time for consultation, or if an alarm is triggered, evacuation will immediately proceed (in the orderly manner outlined in this document and rehearsed by the entire school). This procedure may only be modified or reversed by the Headteacher or a member of SLT. The principle that will guide decisions at all times will be 'safety first' for all pupils and staff.

At the centre of emergency planning will be a thorough and on-going assessment of real or potential risk of harm to individuals or damage to property or the environment. Regular reassessments of risk will be conducted during the unfolding of any emergency and during the implementation of emergency plans.

Having agreed an outline plan, with all relevant individuals and agencies, the Headteacher, or member of SLT, shall communicate the plan to the entire school community and to parents (as well as relevant Emergency Services). Care will be taken to ensure that this process will be conducted in a calm and measured manner. Expectations will be communicated with clarity and firmness.

The emergency action to be taken will vary according to the circumstances (e.g. evacuation of the school premises because of serious threat; serious accident to school trip party; natural disasters in the community; acts of terrorism; etc). However, the following guidelines will indicate how the emergency should be handled:

1. In the event of a crisis the Headteacher, or member of the SLT, will attempt to get as much factual information as possible, and will decide who it should be communicated to, and how.

2. Where necessary, steps will be taken immediately to ensure the welfare and physical safety of pupils and staff, by evacuating the premises, alerting medical services, police, and/or other emergency services, or by sending immediate school support.

3. Next-of-kin will be contacted as soon as possible either by telephone or in person, and given as much information as is available, using information provided by class or lists from school trips.

4. The official contact with the press or media shall be the Headteacher or member of the SLT. Unless there are good reasons for doing so, the Headteacher will not permit representatives from the media onto school premises. The Headteacher may call upon the relevant Press Officer to liaise with reporters.

5. Where it is deemed necessary, and there is sufficient time, the Headteacher will call a meeting of the Senior Leadership Team (and the Chair/Vice Chair of the Board of Governors) to decide on strategy. They will assist in deciding, for example:

- if the school should continue as normal
- if and how the school should be represented at funerals/hospital(s) etc.
- if external support agencies should be invited into the school to deal with possible cases of Post Traumatic Stress Disorder in staff or pupils
- what other support may be necessary for the school, the staff or the pupils
- what can be done to help the school as a community to come to terms with the relevant events

6. If the alarm goes off, for any reason at 3.30pm, staff will take pupils outside and line up as usual. Parents should vacate the building and move to their designated area away from the building. Designated staff will check the building to make sure that no one is inside. Class teachers will identify any pupils who are not present as they may have left prior to the alarm sounding and, if necessary, staff will contact parents to check pupils have arrived home safely. Pupils will be reunited with their families as soon as possible. They will only be released once the all clear has been given by a Senior Member of Staff.

7. Class Teachers will manage the assembly and dismissal of pupils in and from the evacuation zone (including taking a roll call of all pupils). Once pupils are back in the building it is the responsibility of class teachers to be in their classes promptly, ready to receive their class and ready to resume teaching.

FIRE

If any pupil or a member of staff detects fire or smoke then the glass should be broken at the nearest fire alarm point. The Headteacher, or member of SLT, will be quickly informed as to the seriousness of the cause for the alarm; nevertheless, in the meantime, evacuation will always proceed immediately.

EVACUATION

Class teachers should immediately guide their class to the relevant Fire Assembly Points. Office staff will ensure all staff and pupil toilets are clear and ensure that everyone has left the school before evacuating themselves. Lists of staff and evacuation route maps will be displayed in every classroom. Pupils with restricted mobility will be assisted safely out of the premises under the supervision of their class teacher.

Under no circumstances:

- should there be any running or shouting
- should pupils retrieve bags, coats etc.
- should anyone return to the building without the permission of the Headteacher or member of SLT
- should there be any fire-fighting before a full evacuation

Those staff not teaching should assist with the orderly evacuation of the building, then help to organise Registration Groups at the Assembly Points;

- Office staff should bring manual registers, list of supply teachers and all signing in books.
- Class Teachers will take a roll of their class using the attendance sheet from Integris. They should report any absences immediately to the Headteacher or member of SLT.
- The Headteacher/SBM will register all teaching staff and any supply teachers.
- The SBM will register all non-teaching staff.
- The Catering Manager will account for their staff.
- The office staff will remain at the front door to divert any visitors.
- Members of the SLT will oversee all of this, and report to the Headteacher when it is safe to return to the school buildings.
- Only the Headteacher, or person in charge, can give permission to re-enter the building.
- One of the main duties of the Health & Safety Committee will be (in consultation with the Headteacher) to plan and evaluate at least three annual Whole School Evacuation practices.

EPIDEMICS, PANDEMICS and DANGEROUS CONTAGION

In the event of risk to the school population of serious illness, the Headteacher or SLT will seek the advice of the relevant Health Trust official. This advice will, when reasonably practicable, be implemented in full.

INCLEMENT WEATHER/HEATING SYSTEMS

From time-to-time the Headteacher may be required to decide when the school must shut and for how long. These closures will be implemented in accordance with the Department of Education guidance. When such a decision is reached it will be communicated to the entire school community (including parents), to the media and in writing to the Department of Education's Curriculum team as quickly as possible.

BOMB ALERTS

In the event of a credible warning from a recognised authoritative source the building will be evacuated as designated in this document.

PARTIAL EVACUATION

There may be occasions when a class teacher assesses the risk to pupils to be too high to remain in their classroom. The teacher should notify the Headteacher via their walkie talkie and evacuate their class to their Assembly Point.

EMERGENCY SITUATIONS

In the event of civil disturbance, at the discretion of the school's Headteacher, pupils and staff may be evacuated from the building (on other occasions, they may be held in the building). The safety of pupils and staff will always come first, in deciding the strategy for dealing with such incidents. In the event of an evacuation during school time, Class Teachers will accompany pupils to their Assembly Point. Senior staff will position themselves as directed to ensure the safety of all pupils.

If the evacuation is after 3:30 pm, then please apply the following guidelines:

- The relevant member of staff should calmly inform pupils the club/society has been cancelled.
- A member of staff will contact the parents of the children in school.
- No pupil will be allowed to leave the school unless the supervising member of staff has spoken to the parent and has received permission for the pupil to go home.
- The relevant member of staff should remain with pupils until they are all safely collected.

EVACUATION PROCEDURE & EXIT ROUTES

When the alarm sounds teachers should instruct pupils to leave via the nearest exit. Classes should line up as detailed below.

Class 1: on the back field

Class 2: front playground

Class 3: on the back field

Class 4: front playground via internal door into class 2 and through their fire exit

Hall/Sunshine Club: front playground

Rainforest: front playground

Library: through the hall and into the front playground

Gym: back field

Staffroom: front playground

Kitchen: front playground

If an evacuation is needed at an outdoor break or PE session, please stay in the outdoor area you are in at that time.

STAFF IN CHARGE OF AREAS

JS to check Class 1 toilets

EC to check corridor toilets

CaH to check gym, staffroom, school office and Rainforest

FC – library, hall, staff toilets

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COMMUNICATION

CaH will be at the front of school

FC will be at the back of school

All class teachers should ensure they have their walkie talkie with them. FC/CaH to take their personal mobile phones to be able to communicate with the emergency services if required.

FIRST AID KITS, INHALERS, MEDICATION

Class teachers to ensure these are taken with them when they evacuate.

EC to bring any medication from the fridge.

CONTACT DETAILS

Chair of Governors Sarah Smith 07747 611662

Headteacher Fiona Claxton 07785 746980

School Business Manager Carol Hill 07944 379422

Caretaker Pete Ginders 07979 304298

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