



SMARDEN PRIMARY SCHOOL

'Enjoying, Learning and Achieving Together'

Emergency Evacuation Policy

Reviewed by Governors	March 2023
Due for Review	March 2025

Smarden Primary School Emergency Evacuation Policy

Smarden Primary School Emergency Evacuation Procedures 2023/2025

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, radioed to Forest School and emailed to all members of staff	Berna Turner to email all. All Staff to make phone calls as per tree
Contact emergency services and TKAT	Berna Turner
Fire Alarm deployed	Berna Turner

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 is taken with them. (aim is to get pupils as far away from the building as possible)	Staff
Evacuation Wardens (fire wardens) should check their areas are clear of people. (CM and CS to check upstairs office area, staffroom, staff toilet)	Wardens, CM, CS
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 - BT to ensure everyone is accounted for.	Visitors / contractors / BT
Once everyone is accounted for, CM will take action from the police	CM



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, radioed to Forest School and emailed to all members of staff	Berna Turner to activate office Lockdown alarm. BT to call Nursery. CM or HT to ring Blyton to instruct them to activate alarm. This will sound in the hall and alert Dickens.

	CS rings Donaldson class to instruct them to activate alarm. This will alert all bottom classrooms.
One classroom to be situated on the playground at the time of lockdown practice (to be advised prior to practice) to check if you can hear the alarm outside.	TBA
Any classes or groups in the corridor to move in silence to the nearest classroom.	All
TA's should check toilets.	All TA'S
Teacher should check emergency list to make sure all children are in the classroom and confirm to the office by phone.	All teachers
Contact emergency services and TKAT	Berna Turner
Staff members in classrooms / offices are to lock their doors / close windows and pull down blinds.	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. Forest school to be notified via walkie talkies.	Staff
In the event of an intruder in the classroom area: Alert the main office to activate the alarm. All classrooms to activate their alarms as above.	Staff
Telephones will signal the end of the lockdown.	
Parents to be informed via DOJO that the practice has taken place.	BT
Wait for emergency services to take action.	CM

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 <p><i>Substitutes may need to cover absences. Additional staff may be needed depending upon incident (TKAT Paul Roberts)</i></p>	<p>Incident team meet, gather all information, assess continuing risk, Head Teacher to brief team.</p>

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.