



Policy title: Evacuation
Date created: January 2018
Date ratified:

Review Date:
Signed:

1. Introduction

1.1. Definition

Great Wilbraham CofE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An evacuation occurs when circumstances dictate the safety of the pupils and staff is better ensured evacuating the premises.

An emergency incident can be clarified as an unexpected event which affects the school community, and which causes disruption on a scale which is beyond the normal coping capability of the school. The emergency incident may involve significant threat, damage, or injury to property and individuals, and may have long term impacts on pupils, staff, governors and parents.

The following are examples of emergency incidents which may impact on the school and necessitate activation of the emergency plan.

- A fire within the school grounds or nearby premises
- A serious accident involving children and/or school personnel, on/ off site
- Death of a pupil or member of staff
- Kidnap or disappearance of a pupil
- A terrorist attack, or violent intruder on or nearby school premises
- Chemical or toxic substance release on or off site

1.2. Rationale

Parents trust schools to keep their children safe both in school and when learning outside the classroom. Thanks to the efforts of school staff and governors, schools normally remain a safe haven for children however; schools could become involved in an emergency at any time.

The Department for Education (DfE) recommend that schools have emergency plans in place. Planning and preparing for emergencies can save lives. These actions can also help prevent an incident from worsening, protect against litigation and enhance the schools standing as a safe place to learn and work, giving confidence to staff, parents and pupils.

1.3. Communication

This policy has been created through consultation with staff before being taken to the Full Governing Body for ratification. The policy applies at all times of the day and must be shared with every member of staff.

2. Leadership and management

2.1. Roles and responsibilities

See the evacuation procedures document Appendix 7.1

2.2. Reviewing and monitoring

This policy will be renewed annually after an evacuation drill and using the evaluation form (Appendix 7.2).

3. Teaching, learning and assessment

3.1. Procedures

Management of the incident will depend on the circumstances presented but at all times staff and children must remain calm:

C – create distance A – assess the risk L – let others know M – maintain calm





Great Wilbraham CofE Primary School

2

Policy title: Evacuation
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FIRST RESPONSE

- Staff will be alerted to the activation of the plan by the continuous fire alarm.
 - The office staff will contact the police on 999.
 - Pupils and staff will evacuate as quickly as possible through the nearest available exit to the field
 - Classes will line up facing away from the building and a register will be taken
 - Should the field be unsafe to evacuate to then the children will be taken to the Great Wilbraham Church or the Memorial Hall and SLT will take the church key with them
 - Staff will inform SLT of any pupils not accounted for and safe search instigated.
 - The Headteacher/Senior Teacher or member of the SLT MUST contact the Local Authority Education Advisors as soon as practicable to do so and also the Chair of Governors/Safeguarding Governor:
 - Education Advisor – Chris Meddle
 - Chair of Governors and Safeguarding Governor – Brendan Reid
- Contact details will be displayed on the reverse of the lockdown procedures in every classroom.

PARENTAL CONTACT

- Parents should be notified (using the school's Parentmail system), at an appropriate stage after having assessed the impact of this and after consultation with partner agencies.
Parent communication during an evacuation should give enough information so that they:
 - Are reassured that the school understands their concerns for their child's safety and that it is doing everything possible to ensure his/her safety
 - **DO NOT** contact the school. Telephone lines must be kept open for the school to contact emergency providers
 - **DO NOT** come to the school. Emergency Service access is paramount and they may put themselves and others at danger
 - Wait for the school to contact them about when and where it will be safe to collect children
- Message to parents through Parentmail as a text message or email:

Great Wilbraham CofE Primary School has been evacuated. School phone is unmanned. Please refrain from attending the site & general area. Will keep you informed of this situation.

EMERGENCY SERVICES

- It is important to keep lines of communication open with Emergency Providers as they are best placed to offer advice as the situation unfolds. The school site may/may not be cordoned off by the Emergency Services depending on the severity of the situation that has triggered the evacuation.
- The Emergency Services will support the Headteacher (designated appointed person) Deputy Headteacher or the nominated person regarding the timing of communication with parents.
- In the event of a severe scenario, Central Cambridgeshire Council has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

DRILLS AND POLICIES

- It is vital that the policy and its implementation, does not lead to a panic mentality. Children should be encouraged to treat any emergency with the utmost calm and follow the guidelines with common sense. They need to be taught how to respond through practice as well as through talk.
- It is vital that the school's evacuation procedures are familiar to all members of the school staff.
- Depending on their age, pupils should also be aware of the plan.





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- Drills will be undertaken half termly with a record kept of the drill
- The evacuation procedure will be displayed in each classroom and key areas of the school building
- Following any evacuation an evaluation exercise should take place.

4. Personal development, behaviour and welfare

4.1. Social, Moral, Spiritual and Cultural (SMSC)

IMPACT AFTERWARDS

Emergencies involve more than just a physical response to an unexpected or sudden event or situation; they also have an emotional and psychological impact on people, which can affect individuals for an extended period after the emergency. With this in mind, consideration should be given to providing support and encouragement to the children or a divertive activity to take their mind off the situation; the possibility of trauma; and the need for reassurance.

Emergencies have the ability to compromise not only the physical safety of the children, but also the children's feelings of safety and security. Play and learning experiences following an emergency situation should be structured to encourage children to express their thoughts, feelings and emotions regarding the event.

Where it is deemed necessary, Great Wilbraham CofE Primary School bears the responsibility to provide professional counselling services for both children and staff.

4.2. Safeguarding

Children will be encouraged to be calm and the classteacher will make their safety paramount in all situations.

4.3. Health and safety

At all times a safe and healthy environment is maintained. Any hazards and concerns are reported to the Headteacher or the Office. Risk assessments are undertaken to ensure there is a safe working environment. Great Wilbraham CE Primary School is committed to safeguarding and promoting the welfare of all children.

5. Outcomes for pupils

5.1. Inclusion and equal opportunities

Our whole school philosophy totally encompasses the equality of access and opportunity. The priority for all children is their safety but pupils with emotional and/or physical needs who need individualised programmes are catered for and fully supported.

6. Links to other policies

6.1. Lockdown policy

7. Appendices

7.1 Evacuation procedure sheets

7.2 Evacuation evaluation records





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Great Wilbraham C of E Primary School Evacuation Procedures – Appendix 7.1

EVACUATION SIGNAL

Fire drill will sound continuously

EVACUATION LOCATION

All staff, pupils and visitors to go to the field.

If unsafe then alternative location is the Great Wilbraham Church/Memorial Hall.

STAFF ACTION

Classteachers in control of a class will ensure that:

- Children and staff in the classroom have all left the building
- Children leave calmly towards the field
- Classes line up facing away from the building
- Carry out the roll call procedure
- Any missing children are immediately reported to SLT
- Ensure children remain at the chosen location
- Ensure that all are aware of an exit point if necessary
- Await further instruction from: the Headteacher/Senior Teacher/SLT, or self-evacuate.
- Remain until all-clear has been given, or unless told to evacuate further by the emergency services.

Senior leaders (Headteacher/Senior Teacher/SLT) will:

- Where practical, start search for persons unaccounted for
- As appropriate, establish communication with the Emergency Services and notify Central Cambridgeshire Council via the 'School Emergency' phone number
- Parents will be notified as soon as it is practicable to do so via Parentmail
- Pupils will not be released to parents until safe to do so and under the instruction of Emergency Services

All other staff and visitors will:

- Proceed to the chosen location detailed above
- Notify the Headteacher/Senior Teacher/SLT of any persons unaccounted for
- Await further instruction unless the situation necessitates immediate action.

On hearing the fire alarm and only if practical:

- The school registers and staff register will be collected by the office staff
- The school Visitors Book and First Aid bag and Emergency Blankets will be collected by the office staff
- Class first aid bags and medication will be taken by each teaching assistant





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Discovery Club or After-School Provision - Appendix 7.2

On hearing the evacuation signal, all staff, pupils and visitors will evacuate to the chosen location calmly and in an orderly manner.

ALL CHILDREN WILL BE MOVED to the car park

Staff will:

- Commence the evacuation of children in an orderly way
- Carry out the roll call procedure
- Notify: Headteacher/Senior Teacher/SLT of any persons unaccounted for
- Ensure children remain at the chosen location
- Await further instruction from the Headteacher/Senior Teacher/SLT, unless the situation necessitates immediate action.

On hearing the fire alarm:

Where practical:

- The Discovery Club file and staff register will be collected by the Discovery Club staff
- First aid box will be collected by the staff
- Children's medications will be collected by staff

On hearing the fire alarm, all other staff and visitors will:

- Proceed to the chosen location detailed above
- Notify the Headteacher or (designated appointed person) Deputy Headteacher or the nominated person of any persons unaccounted for
- Await further instruction from the Headteacher or (designated appointed person) Deputy Headteacher or the nominated person, unless the situation necessitates immediate action.





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APPENDIX 7.4

EVACUATION EVALUATION RECORD - a simulation to validate an emergency plan, rehearse key staff or test systems and procedures

Live exercise – a process of validating an emergency plan by physically acting out the response to a simulated emergency (eg an evacuation drill would be a small scale live exercise).

Table top exercise – a process of validating an emergency plan by making decisions based on a simulated emergency, but not physically acting out the response.

Exercise Date	Exercise Title	Brief details of Exercise	Aspects of plan tested	Lessons learned & actions to be taken forward	Participants

