



St Lawrence's
CHURCH OF ENGLAND PRIMARY SCHOOL

**Evacuation from
School Premises Policy**

2022 - 2023



Evacuation Procedures - September 2022

As part of our Safeguarding and Child Protection policies the school has an evacuation from premises procedure. On very rare occasions it may be necessary to evacuate from the premises so that all pupils and staff are safe.

An evacuation, other than for fire, is implemented when there is serious risk in remaining in the school. This may include:

- Serious health hazard internally e.g. Chemical or toxic substance release
- A deliberate act of violence, or assault in school including the use of a knife or firearm
- Bomb threat, receipt of a suspicious package or terrorist incident
- The destruction of part of the school
- Serious weather conditions which makes remaining in school hazardous
- The request to school evacuate pupils by the emergency services

Evacuation Procedure

1. Notification of evacuation procedures will be given to all staff through the sounding of a siren and notification that it is from the premises.
2. On hearing the siren staff follow a series of procedures.
3. Staff will encourage the pupils to remain calm at all times.
4. If the pupils and staff are outside the classroom, children should line up in their classes and a register taken as quickly as possible by their class teacher. Office staff will provide the register.
5. If all children are present, the Class Teacher will walk with the children out of the premises and towards The Biology Department at York University.
6. If there are any children not present, the office needs to be notified as quickly as possible and a search begun.
7. If children are in class, they will be led by the teacher out of the nearest exit and towards The Biology Department at York University.
8. The office should be notified of any child missing from the class.
9. Fire wardens will search the premises. Any persons found will be placed with a member of the office in reception area, until the rest of the school has been searched. All persons will then evacuate the premises.
10. The office staff should alert parents that there has been an evacuation.
11. Once at the University, all pupils and adults will be registered again. The emergency services will be notified of any person not present.
12. Once the all clear has been given by either the Head Teacher or the Emergency Services, the children will be allowed to leave. This will either be back to school or with their parents/carers.
13. The Pathfinder Multi Academy Trust Emergency Plan will be followed and checked against to ensure that all necessary actions have happened.

Staff Roles:

- Office Staff or SLT ensure that police and/or emergency services are contacted immediately
- Class Teachers lead children out and away from school
- Designated Fire Wardens will search the school for any persons not in class
- Office staff to ensure that Class Teachers have a register of the children
- Office staff to ensure that the visitor book is taken to the university
- Office staff to contact parents

Communication with Parents

Regular communication is important and parents will obviously be anxious. The school understands that parents and carers will be concerned for their child's welfare and that everything that can possibly be done to ensure children's safety will be done. It is important to remember that:

If the school is being evacuated, the office and entrances to school may be un-manned.

- Parents and carers will be notified as soon as it is practical to do so via the school's established communication network
- Depending on the type and severity of the incident, parents and carers may be asked NOT to collect their children from the school as it may put them and their child at risk.
- Should parents or carers be present at the school during an evacuation, under no circumstances should members of staff leave the children to communicate directly with them.
- Pupils **will not be released** to parents during an evacuation.
- Parents and carers will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the evacuation, parents will be notified and will receive information from office staff or emergency services.
- Parents will be allowed to sit with their children within the Biology Department at York University until the all clear has been given if appropriate.
- A letter to parents or carers will be sent home on the nearest possible day following any serious incident to inform parents of context of the evacuation and to encourage parent to reinforce with their pupils the importance of following procedures in these very rare circumstances.
- Copies of the Evacuation Procedures are available on the school website.

Communication with the Emergency Services

Lines of communication are kept open with the Emergency Services throughout an evacuation situation, they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident. Emergency Services will support the decision of the Head teacher regarding communication with parents.

Evacuation Drills

- Evacuation practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.
- SLT test procedures against various scenarios using 'Developing Dynamic Lockdown Procedures/Stay Safe' materials.

Review

This policy and procedures will be reviewed annually along with the Emergency Management Plan and Lockdown Procedures and Fire Drill Procedures.

Review: September 2023