

St Mary's Bryanston Square CE Primary School



Emergency Evacuation Procedures and Guidance

October 2020

Excellence with compassion
"Love your neighbour as yourself"
(Mark 12:31)

Emergency Evacuation Procedures and Guidance

In the case of a fire alarm all staff must follow the school's fire evacuation procedures. The main assembly point is in the main playground against the green screen walls. Reception and Nursery classes assemble in the Foundation Stage playground, furthest away from the building.

Following a fire alarm the fire brigade may ask for the whole site to be evacuated and the following procedures should be followed. It may also be necessary to either evacuate or invacuate the site in other circumstances, for example, bomb threats.

The Decision to Evacuate the Site

- The health and safety of pupils and staff is of paramount importance and must inform all decisions
- The decision to evacuate the site will be made by the Headteacher or, in the Headteacher's absence the Deputy Head. In the event that neither Head nor Deputy are on site the decision will be made by the most senior teacher on site.
- The headteacher (or most senior member of staff) will also inform the Chair of Governors.
- The decision will be made having taken account of the circumstances and having taken all available advice from the LA (if available) and emergency services. If the emergency services advise evacuation, this advice will be acted upon.

The security of the site is the responsibility of the site manager and or Headteacher.

Evacuation of the Whole Site

- Registers will be checked (if possible), as for a fire alarm, before leaving the site.
- Classes must be led by their teachers to a place of safety.
- The school's designated place of safety following an evacuation of the site is ***Hampden Gurney C.E. School, Nutford Place, London W1H 5HA***. However, an alternative location may be advised by the emergency services.
- On arrival at Hampden Gurney school, registers will be checked.
- **The headteacher, or other person in charge, must make sure that groups/classes not on site at the time of evacuation are informed of the situation.**

Emergencies not requiring evacuation of the site

The health and safety of pupils and staff is of paramount importance and must inform all decisions.

- The person in charge of the school (Head, Deputy, most senior teacher) should liaise with the emergency services in the event that the school is involved in any form of civil emergency.
- Decisions will be made, responding to the advice of the emergency services, Westminster LA, etc.
- If the school is in no immediate danger, lessons will continue normally.
- Staff will be kept informed of the situation.
- **The headteacher, or other person in charge, must make sure that groups/classes not on site at the time of the evacuation are informed of the situation.**
- Precautions may be advised by the emergency services (staying inside the building, keeping away from windows, closing windows and doors, etc) and this advice will be acted upon.
- **Staff should ensure that phone lines are not being used for non-essential purposes, that emails are checked regularly, monitored and, if appropriate, radio, television broadcasts and social media accounts are monitored discreetly.**
- If the school is inaccessible at the end of the school day, the administrative staff will make all reasonable efforts to contact parents and families of pupils, bearing in mind that phone lines may need to be kept clear of non-essential use.

If you are off-site during an emergency

- At least one of the adults accompanying the group should be carrying a mobile phone that is switched on.
- The mobile number should be provided to the Administrative Officer in advance of the trip and included in the risk assessment.
- The leader of the group should have copies of relevant telephone numbers: school office, headteacher's mobile number, class contact details.

If a group is caught in an emergency situation whilst off-site, the group leader should follow the advice offered by the emergency services, if available. The health and safety of pupils and staff is of paramount importance and must inform all decisions.

- The group leader should ensure that the school is informed of their situation at the earliest possible time, bearing in mind that telephone lines to school are likely to be busy due to the circumstances.
- The school will keep parents informed of the situation if this is appropriate.
- Risk assessment will identify key places of safety on the journey and trip. Where possible the group may make their way to the closest safe school for refuge.

If a group cannot return to school because the school is inside a police cordon or has been evacuated, the group leader should follow the advice offered by the emergency services, if available. The health and safety of pupils and staff is of paramount importance and must inform all decisions.

- If the school has contacted the group leader a decision should be made concerning the best course of action for the group – it may be that the group would be better staying where they are, or meeting the school at the designated place of safety, for example.
- If the group arrives in the vicinity of the school and discover they cannot gain access to the site, the group leader should attempt to contact the school on the school number (if the school is still occupied), or on a mobile number (bearing in mind that telephone lines to school are likely to be busy due to the circumstances).
- Depending on circumstances and the advice of the emergency services (level of danger, how long before the area is likely to be declared safe, etc), the logical course of action would be to lead the group to the school's designated place of safety.

Responsibilities

- **The Headteacher** (or in their absence, the deputy or most senior teacher) is responsible for the health and safety of pupils and staff at all times. Final decisions about the evacuation procedure will be made by the Headteacher (deputy or senior teacher in their absence) following advice from the emergency authorities.

The Headteacher must ensure that these procedures are carried out and fully understood by the relevant members of staff.

The Headteacher must make sure that everybody is informed, as appropriate, about the situation and that staff and pupils off site (sports centre, swimming pool, library, curriculum visits, etc) are aware of the situation and what they should do.

The Headteacher (or most senior teacher) should inform the Chair of Governors of the situation as soon as practically possible.

- **The Site Manager** is responsible for the security of the site (see fire procedures) and for opening gates to allow access by the emergency services, if appropriate.
- **The Administrative Officer** is responsible for making pupil data available to teachers. This will include registers and pupil data, especially contact information. The Administrative Officer will also take the most up to date information from the school office.

Administrative staff are responsible for keeping communication lines open, making telephone calls, monitoring telephones, emails, media, etc.

- **Class Teachers** are responsible for the children in their care. Teachers must check registers before evacuation (if possible) and on arrival at the evacuation location. Teachers are responsible for maintaining the discipline of pupils in their care during the evacuation procedure.
- **Other Staff** should accompany classes and assist class teachers.

Telephone Numbers

Principal Lead Advisor (LA):	07739316300	(Shelley Duffy)
Headteacher (Hampden Gurney School):	020 7723 7482	(Evelyn Chua)

Lee Duffy – Headteacher

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