

EVACUATION PROCEDURES

If you need to evacuate your school your first action, following calls to the emergency services, should be to call your Area Education Officer.

Signals	
Signal for fire evacuation	Fire Alarm
Signal for bomb evacuation	Fire Alarm
Signal for all-clear	Fire Alarm Ends and SLT word of mouth

Assembly points - fire evacuation	
Fire evacuation assembly point KGB (Main School & Nursery)	Assembly point on Burgess Way, then walk to PAB, via Commercial Park, as directed by SLT
Fire evacuation assembly point PAB	Assembly point on Playground, walk to KGB, via Park Gate, as directed by SLT

Assembly points - bomb evacuation	
Bomb evacuation assembly point KGB – Main School	Assembly point on Burgess Way, then walk to PAB, via Commercial Park, as directed by SLT
Bomb evacuation assembly point KGB - Nursery	Assembly point for Nursery staff and children, is back on Nursery field.
Bomb evacuation assembly point PAB	Assembly point on Playground, walk to KGB, via Park Gate, as directed by SLT

If the school has been evacuated and pupils are not able to return to school (or go home) it may be possible to relocate temporarily to another building (e.g. buddy school or place of safety).

Pre-identified buddy school / place of safety / rest centre	
Name of premises	KGB or PAB as appropriate
Type of premises	Primary School

SHELTER

Signals	
Signal for shelter KGB (main school) and PAB	5 Intermittent rings of fire alarm by Office Manager And email alert sent from SBM with title 'Shelter'.
Signal for shelter KGB Nursery	School office will phone across to Nursery and use the word 'Shelter'
Signal for all-clear	Word of mouth

Upon hearing the shelter signal, take the action below.

Initial response - Shelter		Tick / sign / time
S1	Ensure all pupils are inside the school building.	
S2	If appropriate, move pupils away from the incident (e.g. to the other side of the building).	
S3	Dial 999, if appropriate. Dial once for each emergency service that you require.	
S4	If sheltering from an environmental hazard (e.g. a smoke plume) ensure all doors and windows are closed and ventilation / air circulation systems are switched off.	
S5	Check for missing / injured pupils, staff and visitors.	
S6	If necessary, switch off electric from main intake. At KGB the isolator is situated in the boiler room. At PAB the isolator is situated in the electric cupboard.	
S7	Switch off gas from main gas intakes. At KGB the isolator is situated in the boiler room. At PAB the isolator is situated in the cleaning cupboard in the kitchen.	
S6	Reassure pupils and keep them engaged in an activity or game.	
S7	Notify parents / carers of the situation.	
S8	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

LOCKDOWN

Signals	
Signal for lockdown KGB (main school) and PAB	<ul style="list-style-type: none"> • Continuous intermittent ringing of fire alarm – office manager • Word of mouth – SLT members • An Email alert sent from SBM with title 'Lockdown'
Signal for lockdown KGB Nursery	School office will phone across to Nursery and use the word 'Lockdown'
Signal for all-clear	Word of mouth

Lockdown	
Rooms most suitable for lockdown	KGB - Classrooms, School Hall, Headteacher's office PAB – Classrooms, School Hall, Meeting Room, Headteacher's office, Deputy Headteacher's office
Entrance points (e.g. doors, windows) which should be secured	All external doors to school building, classroom doors. Security access system enables lockdown centrally for all external doors.
Communication arrangements	Word of Mouth, Mobile phones, walkie talkies
Notes	Office to ensure that all visitors to the school and staff using outside classrooms, library (KGB) and offices are aware of ability to contact office via the school's internal phone system. Points of safety discussed at staff meetings.

Upon hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

Initial response - Lockdown		Tick / sign / time
L1	Ensure all pupils remain inside the school building. If pupils are outside, they should 'hit the deck' initially, until told to do otherwise by a member of SLT.	
L2	Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building. Security access system enables lockdown centrally for all external doors.	
L3	Dial 999. Dial once for each emergency service that you require.	

L4	<p>Ensure people take action to increase protection from attack:</p> <ul style="list-style-type: none"> ▪ Sit on the floor, under tables or against a wall ▪ Keep out of sight ▪ Draw curtains / blinds ▪ Turn off lights ▪ Stay away from windows and doors. 	
L5	<p>Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.</p>	
L6	<p>If possible, check for missing / injured pupils, staff and visitors.</p>	
L7	<p>Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.</p>	