



Carsington and Hopton C of E Primary School

EVACUATION PROCEDURES

In the event of a fire or any other emergency requiring the evacuation of school being discovered the following sequence summarises the priority of actions:

Sound the **ALARM**
EVACUATE the building
Take the **ROLL CALL**
CHECK the building
Call the **EMERGENCY SERVICES**

- 1 On discovery of a fire or in the need to evacuate the building, the alarm will sound. **The alarm is a single-high pitched noise and can be activated at any break-glass point**
- 2 On hearing the alarm all staff, children and visitors **MUST EVACUATE** the building. Belongings should not be taken. **The administrator** will collect the attendance registers and take them to the assembly point as well as the Visitors' Signing-In Book. If registers are in the classrooms, **teaching staff** will bring them.
- 3 When leaving the building, adults should close all doors behind them to help prevent the spread of fire. **Most doors should close automatically once the alarm sounds.**
- 4 Everyone will leave by the nearest available exit and make their way to the **assembly point** which is the **FARTHEST POINT OF THE PLAYGROUND FROM THE BUILDING**. If exiting to the infant soft-play area, the door is opened via a thumb-turn lock. If an evacuation needs to happen from all school premises, the **secondary assembly point** is the **PETANQUE/BOULES COURT AT THE MINERS' ARMS PUBLIC HOUSE**.
- 5 While escorting their children from the building, the following staff will also check the following areas for "stray" children:

Administrator – Toilets and sink area
KS1 Teacher – Staff Room
KS2 Teacher – Library

- 6 Children and adults will leave the building in a calm and orderly manner and proceed to the assembly point. **NOBODY** should return to the building unless told to do so by the senior member of staff in charge (usually the headteacher).
- 7 On reaching the assembly point children should stand in silence and the **roll call** taken for each class using the attendance registers. Any people who are identified as being **missing** should be reported to the senior member of staff in charge.
- 8 The senior member of staff in charge will check the building for any missing people if it is deemed safe to do so and also to ascertain whether the alarm has been sounded for a real reason.
- 9 **If a real emergency has caused the evacuation, the senior member of staff in charge will call, or arrange to call, the emergency services on 999.**
- 10 Nobody must return into the building until the all clear signal has been given by the senior member of staff in charge.