

St Katherine's School & Nursery



Emergency Evacuation Procedure

Creating our future by learning together

Date of Policy: September 2023

Review Date: As required

EMERGENCY EVACUATION PROCEDURE

Alarm sound is a high and low pitch (Ner Ner Ner Ner).

OFFICE DAILY PROCEDURE:

- Ensure Inventory is open all day (minimised) and working your desktop
- Sync Inventory system at 9.15am each day (for late children)
- Print registers by 9.15am each day and put in the Fire Folder
- Registers to be handed to the Teacher for checking
- If the alarm sounds before 9.15am, the registers from the previous day will be used.

EXIT ROUTES:

All exit routes now clearly stated on table below.

EMERGENCY EVACUATION PROCEDURE:

- Sound the alarm by pressing the button at the nearest alarm call point.
- If a member of staff, carry out your emergency evacuation responsibility.
- Make your way, via the safest route to the school field located at the back of the school.
- Ensure that windows and doors are closed (if safe to do so).
- Do not take personal belongings.
- Do not re-enter the building.

RESPONSIBLE PERSON/HEADTEACHER

The Responsible Person will take overall responsibility for the co-ordination of information and the necessary decisions to ensure the safety of people and the property during an emergency or an evacuation. This would normally be the Headteacher. In the absence of the Headteacher this would initially fall with the Deputy Head and then the Assistant Headteacher.

Headteacher when the alarm sounds:

- Collect radio and **switch immediately to Channel 1.**
- Collect all information regarding source of alarm/fire.
- Collect all information regarding pupil/staff.
- Complete tick sheet for Fire Marshals/Warden checks.
- Ensure SLT are accounted for.
- Decide point at which it is safe to re-enter the building.
- Instruct each teacher to escort children either back to class or to break.

Phase Leader when the alarm sounds:

- Collect radio and **switch immediately to Channel 1.**
- Deputy Headteacher take on Responsible Person role when Headteacher not on site.
- Oversee phase completing checklist and inform Headteacher of children/staff.
- Report immediately any anomalies to the Responsible Person/Headteacher.

Premises Manager/Assistant when the alarm sounds:

- Collect radio and **switch immediately to Channel 1.**
- Locate source of alarm/fire and report to Headteacher via the radio.
- Call the Fire Brigade.
- If safe to do so check the building.
- Report to Headteacher when all areas have been checked and deemed safe.

Office Manager when the alarm sounds:

- Collect radio and **switch immediately to Channel 1.**
- Collect Grab Bag.
- Ensure all premises, office and kitchen staff are accounted and inform Headteacher.
- Ensure all visitors are accounted for and inform Headteacher.
- Report immediately any anomalies to the Responsible Person/Headteacher.

Office Staff when the alarm sounds:

- Collect radio and **switch immediately to Channel 1.**
- Switch the main entrance gate to **OPEN**.
- Print Emergency Evacuation lists from the Visitor Management software.
- Give out registers for Nursery – Y6.
- Take on Lower Phase Leader role when Headteacher not on site.
- Carry out first aid as appropriate.
- Appropriate office staff member to ensure Lunchtime Supervisors are accounted for.
- Report immediately any anomalies to the Responsible Person/Headteacher.

FIRE WARDENS

- Search designated area in a methodical way to ensure everyone is evacuated (if safe to do so).
- **Inform Headteacher if area been searched or not and/or anomalies.**
- Undertake fire-fighting (as appropriate and if safe to do so).
- Carry out first aid as appropriate.
- Join class on school field.

CLASS TEACHERS/HLTAs

- Ensure the safe evacuation of all children in their class.
- Evacuate following the procedure taking Grab Bag - containing class paddle, class lists, Holmesdale gate code, children's medication and any Personal Emergency Evacuation Plans (PEEPS).
- Take register
- Class Teacher clearly raise their class paddle when all accounted for.
- Report immediately any anomalies to the Phase Leader or by radio to Headteacher.

1:1 TAs

- Focus on supporting 1:1 child.

STAFF

- Leave with class or locate nearest fire exit on to field and report to relevant person.

VISITORS

- Locate nearest fire exit on to field and report to Office Manager.

FIVE ACRE WOOD

- Collect radio and **switch immediately to Channel 1.**
- Check toilets and cloakrooms if possible.
- Take class register and adult signing in and out book out with them.
- Once checked all staff and children are present - confirm this by radio or immediately report any anomalies to the Headteacher.

Year	Class	Teacher	1:1/1:2 TA	MDS	Fire Warden	AREA	EXIT	
6	Ash	M Holt	S Cook		R Chown	Classroom/allocated toilets	Door to playground left to field	D T W E D D L E S A I K E N H E A D
6	Oak	K Holt					Door to playground left to field	
6	Elm	C Loveland D Tweddle					Door to playground left to field	
5	Cedar	G Enston	K Howard E Aveling K Richards	S Roach	C Chapman	Classroom/allocated toilets	Door to the field	
5	Mahogany	S Clutterbuck					Door to the field	
5	Teak	M Kane					Door to the field	
4	Pine	J Pettitt	C Shooter K Waddell		J Hickling	Classroom/Allocated toilets	Door to outside area onto field	
4	Spruce	L Allen				Classroom/allocated toilets	Door to the field	
3	Almond	L Stebbens	A Duske	F Scudder	J Brace L Collins	Classroom/allocated toilets	Lower playground door and to Y2 walkway direct to field	
3	Hazel	C Ireland				Classroom/allocated toilets	Lower playground door and to Y2 walkway direct to field	
3	Walnut	L Wright/K Terry				Classroom/allocated toilets	Lower playground door and to Y2 walkway direct to field	
2	Cherry	L Pryor			N Humm D White	Classroom/allocated toilets	Door to the field	A I K E N H E A D
2	Quince	E Elliott	S Halford D Batchelor			Classroom/allocated toilets	Door to the field	
1	Peach	C Rosenthal		P Dean	J Byrne J Crittenden	Classroom/allocated toilets	Door to outside area onto field	
1	Pear	R Kenney				Classroom/allocated toilets	Door to outside area onto field	
R	Bramley	R John		D Batchelor S Acott	J Walters S White	Classroom/allocated toilets	Door to Year R outside area and straight onto field	
R	Gala	L Brookman				Classroom/allocated toilet	Door to the field	
R	Pippin	J Ware J Bridgeland				Classroom/allocated toilet	Door to Year R outside area and straight onto field	
N	Acorn	J Webb		A Jackson T Simmons	S Goodayle C Noakes	Classroom/allocated toilet	Through to outdoor area and onto field	
Five Acre Wood	Birch	E Collins, K Baldock, L Loft and T Parker				Classroom/toilet	Door to playground left to field	
Five Acre Wood	Redwood	C Fawcett, C Spencer, K Jones, J Prior and S Rouveral				Classroom/toilet	Door to playground left to field	

ROOM	Fire Warden	Exit	Room	Fire Warden	EXIT
Disabled Toilet by hall / Music Room	S Cook	Door to playground left to field	Meeting Room/Office/Medical Room/Hall	N Rodmell	Front Entrance
Sensory Circuits Room	K Howard	Door to playground left to field	SLT area including toilets	HT/DHT/SENCO	Front entrance
Sensory Room Staff Toilets by Library Library	A Duske	Through door to lower playground	Kitchen	Cook	Back of kitchen
Disabled Toilet near Library	L Collins J Brace - Friday	Door to playground Y2 walkway direct to field	Finance Office / Site office	M Sheehan J Coombs G Young	Front entrance
Y3 Toilets/Speech & Language Room/The Garden Room	J Brace	Door to playground Y2 walkway direct to field	Art Room	A Smith	Out to playground right to Year 2 walkway and to field
Disabled Toilet outside Cherry	D White	Through Quince/Damson door to the field	Swimming Pool	J Sewell	Either swimming pool exit
Staffroom	J Byrne	Through Y1 outside area to field	Meeting Room 2 (Bottom end of school)	Staff in there	Door to carpark & left to field
Nursery Staffroom/Toilet	S Goodayle	Through outdoor area to field	The Hive	K Coates S Carruthers	Out to playground right to Year 2 walkway and to field
Mylo – If in Reception area, member of office team takes Mylo to the field. If in SLT area member of SLT takes Mylo to the field. If with a member of staff around school that member of staff takes Mylo to the field					

N Rodmell	S Aikenhead	V Abbott	C Loveland	G Young	S Aikenhead
Office/Visitors	SLT/Site Staff	Nurture Team	HLTAs/Resident Artist/Speech & Language/ Music Teacher	Cleaners	Extended Day/Holiday Club
All Visitors	R Lang	K Coates	A Smith	All cleaners on site	Staff
Kitchen Staff	J Coombs	O Carruthers	S Schofield		Children
C Michell	G Young		J Dockrall		
S Yoxall	D Tweddle		S Webb		
A Sheehan	V Abbott		Catherine Thurs/Fri		
K Wilson	C Loveland				
Mylo The Dog Mentor	N Rodmell				

St Katherine's School & Nursery Emergency Evacuation Plan

Homesdale
School
Emergency
Exit Gate

Code from St
Kaths 5954

Code from
Compound
2468

