

St Katherine's School & Nursery



Emergency Evacuation Procedure

Creating our Future by Learning Together

Date of Policy: September 2025

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.
- If the alarm sounds before 9.15am, the registers from the previous day will be used.

EXIT ROUTES:

All exit routes 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 Headteachers.

Headteacher role when the alarm sounds:

- Collect radio and **switch immediately to Channel 1.**
- Collect all information regarding source of alarm/fire.
- Collect all information regarding children/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.

SLT role when the alarm sounds:

- Collect radio and **switch immediately to Channel 1.**
- Deputy Headteacher take on Responsible Person role when Headteacher not on site.
- Assistant Headteachers take on Responsible Person role when Headteacher and Deputy Headteacher not on site
- SLT members complete checklist and wait for Headteacher to check with SLT members via radio that classes/children/staff are present.
- Report immediately any anomalies to the Responsible Person.

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/ Responsible Person 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 and Evacuation Ipad
- Ensure all premises, office and kitchen staff are accounted and inform Headteacher/ Responsible Person.
- Ensure all visitors are accounted for and inform Headteacher / Responsible Person.
- Report immediately any anomalies to the / Responsible Person.

Office Staff when the alarm sounds:

- Collect radio and **switch immediately to Channel 1.**
- Switch the main entrance gate to **OPEN.**
- Ensure the office Ipad is taken out to account for visitors.
- Live copy of daily register taken out.
- Take on Lower Phase Leader role when Headteacher/Deputy 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/Responsible Person if area has 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.

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 LSA	MDS	Fire Warden	AREA	EXIT
6	Ash	G Enston	K Howard E Aveling	E Aveling	C Chapman	Classrooms/allocated toilets	Door to top playground and onto the field using top bridge.
6	Oak	M Kane					Door to top playground and onto the field using top bridge.
5	Cedar	L Wright / D Patel		J Sewell	S Cook	Classrooms/allocated toilets	Door to the field using top bridge.
5	Teak	K Holt					Door to the field using top bridge.
5	Mahogany	L Pryor					Door to Year 1 outside area onto the field via top bridge.
4	Fir	B Patterson		K Richards	K Richards R Chown J Hickling	Classrooms/Allocated toilets	Door to lower playground onto field.
4	Spruce	S Clutterbuck					Door to lower playground onto field.
3	Hazel	L Allen		N Sammells	N Humm	Classrooms/allocated toilets	Door to lower playground and onto field.
3	Walnut	L Stebbens					Door to lower playground and onto field.
2	Cherry	J Pettitt	S Halford	S Halford H Stokes	A Duske	Classroom/allocated toilets	Door to the field.
2	Quince	E Elliott					Door to the field.
2	Damson	C Ireland	H Stokes				Through corridor onto the field.
1	Peach	J Byrne		S Acott	J Crittenden	Classroom/allocated toilets	Door to the Year 1 outside area onto field.
1	Pear	R Kenney					Door to the Year 1 outside area onto field.
R	Bramley	R John		S Roach P Dean	J Walters	Classroom/allocated toilets	Door to Year R outside area onto field.
R	Gala	L Brookman			S White	Classroom/allocated toilet	Door to Year R outside area onto field.
Blossom Class		L Collins R Chown C Groom		L Collins R Chown C Groom	L Collins R Chown	Classroom/allocated toilet	Door to Year R outside area onto field.
N	Acorn	J Webb		A Jackson T Simmons	S Goodayle C Noakes	Classroom/allocated toilet	Door to Nursery outside area through gate onto field.
The Hive		O Carruthers			O Carruthers	Classroom	Door to lower playground onto field.

Five Acre Wood	Dahl Class	S Slade L Rubie D Ibrahim F Nasi				Classroom/toilets	Door to top playground and onto the field using top bridge.
Five Acre Wood	Seuss Class	M Alexander L Price L Arkle R Thapa- Maga M Burch				Classroom/toilets	Door to top playground and onto the field using top bridge.
Five Acre Wood	Carroll Class	K Lacey S Fosberry N Rolls R Mecoy R Richley				Classroom/toilets	Door to top playground and onto the field using top bridge.

ROOM	Fire Warden	Exit	Room	Fire Warden	EXIT
Disabled Toilet by hall Music Room & Year 6 Toilets	C Chapman	Door to top playground and then onto field	Meeting Room/Office/Medical Room/Hall	N Rodmell	Front Entrance lower playground
Intervention Room	R Chown K Richards	Fir Class door onto lower playground onto field	SLT area including toilets	HT/DHT/SENCO	Front entrance to the field
Sensory Room Sensory Circuits Room Staff Toilets by Library Library	S Cook	Cedar Classroom door onto field	Kitchen	Cook	Back door of kitchen to the field
Disabled Toilet – Fir Cloakroom & Year 5 Toilets	J Hickling	Door to lower playground onto the field	Site office	G Young R Kennett	Front entrance
Y3 Toilets/Intervention Room/The Garden Room	N Humm	Walnut / Hazel door onto lower playground then onto the field	Blossom Classroom	L Collins R Chown C Groom	Door to Year R outside area onto field
Disabled Toilet outside Cherry	A Duske	Through Quince/Damson door to the field	Swimming Pool	J Sewell	Either swimming pool exit onto the field
Staffroom	J Crittenden	Either fire exit door out onto the field	The Sanctuary (Room by the Nursery)	Staff in Room	Fire Exit door to Nursery outside area onto field
Nursery Staffroom/Toilet	S Goodayle	Fire Exit door to Nursery outside area onto field	The Hive	O Carruthers A Duske	Out to lower playground onto field
			Forest School	O Carruthers	

Mylo The Dog Mentor– If in Reception area, member of office team to take Mylo to the field. If in SLT area, a member of SLT will take Mylo to their designated area and hand him to a member of office staff. If with a member of staff around school that member of staff takes Mylo to the field.

N Rodmell	R Lang	C Loveland	G Young / R Kennett	S Aikenhead	D Twedde
Office/Visitors	SLT/Site Staff	HLTAs / Nurture/FLO	Cleaners	Extended Day	
All Visitors	N Rodmell	R Croucher	All cleaners on site	R Lang	Staff in Year 4, Year 5 & Year 6
S Yoxall	S Aikenhead	S Schofield	Kitchen Staff	Children Nursery, Year R & Year 1	Children in Year 4, Year 5 & Year 6
K Wilson	C Loveland	J Dockrall		Staff in Nursery, Year R & YR1	
Mylo the Dog Mentor	D Twedde	O Carruthers			
	G Young	Children Blossom Class, Year 2 & Year 3			
	R Kennett	Staff in Blossom Class, Year 2 & Year 3			



St Katherine's School & Nursery

Emergency Evacuation Plan

