

# School Evacuation Plan

### **School Evacuation Plan:**

If the school needs to be evacuated the following action must be taken.

1. A continuous ringing of the bell will raise the alarm.
  
2. As soon as the alarm is raised the Fire Department must be telephoned using either the School Office, the Headteacher's Office or a School Mobile. If these are out of use then Millbrook Infant School's telephone should be used.
  
3. The senior member of staff must be notified as soon as possible as to the reason for a school evacuation.
  
4. Teachers will take their medical boxes (if they are in the classroom) and lead their children to the appropriate place on the playground. Children must walk quickly and quietly to a place of safety at the far end of the playground adjacent to Kingsley School. No belongings should be collected. The last person to leave an area should shut the door.
  
5. Classes should stand silently in lines so that their teacher can count and the children then check against the register. Once the class teacher has taken their register they should hold this up in the air so that it can be ascertained that all their children are present and the register can be collected.
  
6. Any missing persons should be immediately reported to the Head Teacher, Deputy Head Teacher or School Business Manager.
  
7. Support Staff and any visitors/helpers should leave their place of work and move via the nearest exit. All staff (except for class teachers) should move to the shelter at the side of the playground in a single line so they can be quickly identified.

8. Everyone must remain in the playground until asked to move by the Headteacher, Deputy Headteacher, Business Manager or Fire Officer.

9. Fire extinguishers are placed in each area.

10. Staff should be aware at all times of children who are not with their class group and toilets should be checked.