



Mossvale and St James Primary Schools

Building Evacuation Procedures

In circumstances where the joint school building needs to be evacuated by all staff and children, e.g. bomb scare, terrorist threat, fire, flood, the following procedures will be followed by both schools.

Evacuation Procedures:

- When possible, staff will be informed by the headteacher that it is necessary to evacuate the premises. Teaching staff will ensure children have their jackets and personal belongings, **if there is time**, and will leave the school building by the nearest fire exit. Failing that, the fire alarm will ring and staff and children will follow the usual fire evacuation procedures. **Staff must ensure they take the class register with them.**
- Headteachers, office staff and janitor will ensure all areas of the school have been evacuated as detailed in the fire evacuation policy.
- Staff responsible for children requiring additional support will ensure they evacuate the building, as per fire evacuation procedures.
- Teachers, accompanied by support staff, will walk with their class, taking the shortest and safest route to the Beechwood Community Centre. Pupils and staff within the school portakabin should also evacuate to the Beechwood Community Centre.
- On evacuation from the school building, text messages will be sent to all participating parents at the earliest opportunity. This message will inform them that their child has to be collected from the Beechwood Centre at the earliest opportunity.
- From the point of evacuation onwards the designated note taker will ensure all actions and times of these are recorded.

Safe Collection of Children:

- On arrival at the Beechwood, staff will ensure all children indicated on the register are present and settled within the allocated area.
- Headteachers/SMT will contact HQ, if possible prior to evacuation of the school building or, at the earliest opportunity, upon arrival at the Beechwood.
- Office Staff will have brought their 'grab bags' containing paper and pen drive copies of all pupil emergency contact details and HQ contact details etc.
- Headteachers/SMT will begin the process of calling those emergency contacts for children not on the text alert system. They will be advised to collect children at the very earliest opportunity. Where no emergency contact can be reached for vulnerable children, Social Services will be contacted on 0300 300 1199.

- Once children are collected, staff may be permitted to leave the Beechwood and return to the school when safe to do so.
- A text message, and messages posted on the school websites, will inform parents of the following day's routine.

Information updates:

- These procedures will be reviewed and updated annually or as required by the headteachers from both schools. Staff will receive an annual reminder of procedures at the August Inservice day.
- HQ contact details will be updated as required.
- Parental contact details will be updated as required on SEEMIS and a paper document copy of the information will be placed within the Headteacher's grab bag.
- Parents will be reminded of these procedures on an annual basis and will be asked to update the information held