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Mill Lane Primary School Evacuation Procedure

Adopted :June 2021

Review Date : June 2024

In the event that school has to evacuate for fire or any other emergency situation the following procedure should be followed:

Staff will remain with their own class. The only exception to this will be if a member of staff is acting in place of the head teacher they will have to leave their class with appropriate staff.

Each class will line up quickly and quietly.

Each class will leave by the exit marked on the plan in their room, or the nearest and safest exit if that is blocked, closing their own door behind them.

Classes line up in the playground to the right of the MUGA with the oldest children at the top furthest away from the building.

Adults with each class count the children.

The HT or person acting in that role will sweep the school on the ground floor, check toilets and close doors that are left open then join the school in the playground.

In the event of a fire one or two members of staff will wait at the main gates to meet the fire crew.

Office staff will leave by their designated door or the nearest safe exit talking with them the evacuation log (shows pupils who have left school for appointments and the evacuation report).

Office staff will check that each class has the correct number of children and that all staff and visitors are accounted for.

The signing in/out app is available on the mobile phones of senior leaders and office staff and will be used to account for all staff and visitors.

In the event of having to evacuate the grounds the side gate will be opened using the key that is kept in the back of the evacuation log.

Children will proceed to the mosque with the youngest children going first.

Kirklees will be informed and advice sought from the relevant bodies eg gas board, police etc.

Parent will be informed via Parent Hub which can be accessed from mobile phones.