



*Learning through hard work, friendship and fun.*

# **Mill Lane Primary School Evacuation Procedure**

**Adopted :March 2019**

**Review Date : March 2022**

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 report, the pupil log (shows pupils who have left school for appointments etc), the staff signing in book and the visitor signing book.

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

In the event of having to evacuate the grounds the side gate will be opened using the key that is kept in the staff signing in book and the mosque called.

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 if necessary using groupcall messenger which can be accessed from a mobile phone which the office staff will take with them.