



Learning through hard work, friendship and fun.

Mill Lane Primary School Evacuation Procedure

Adopted :Sept 2025

Review Date : June 2028

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.

Nobody will return to the building or any part of it to get their belongings.

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

Children from The Learning Den use the inside of the MUGA.

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 taking 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.

Kitchen staff will leave by the main door or the fire exit onto Mill Lane if the first route is blocked.

Classes/children who are downstairs (dining room or staff room) will exit via the main exit at the top of the stairs unless it is blocked in which case they will use the fire exit onto Bromley Street being aware of the close proximity of the road.

Visitors to the school will be guided by the adults they are with – if this is an assembly, instructions will be given prior to the start of the event.

If staff and/or visitors are in the building prior to or after school hours they should adhere to the Lone Working Policy (if applicable) and exit the building if fire alarm sounds congregating in the staff car park or nearest safe place.

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 St Paul's Church Hall 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.

In the event that we have to vacate the school grounds children and staff will assemble at:

St Pauls Church Hall

Kirkgate

Hanging Heaton

Batley

WF17 6DJ

Brian and Jean Glover 01924 464475. School to have a key to the Church Hall and the alarm code.

Parents will be notified as above.

Other information

The fire alarm is tested in school every week.

There are 2 full practice evacuations in any calendar year.