



CLARENDON PRIMARY SCHOOL

Together we shine



Emergency Evacuation Protocol

Reviewed:	PFP Subcommittee
Agreed (FGB):	Autumn 2026
Next Review Due:	Autumn 2029

Headteacher:

Mrs V. Chatterjee

In the event of an emergency:

STEP 1 Audible Alarm Procedure:

Sound the audible alarm **UNLESS**:

- A bomb alert has been received. (In such cases follow school's specific protocols for such instances).
- Doing so may further endanger risk to children / adults e.g. aggressive intruder.

STEP 2 On seeing / hearing the alarm, teachers should immediately evacuate children to the designated assembly points; taking their laminated class registers with them. Staff working with children outside the classroom should NOT return to the classroom but immediately evacuate them to join their class at the designated assembly point. Fire Wardens should search all rooms upstairs & downstairs (if safe to do so) and report to the Headteacher once all rooms have been checked. The staff who have received the Fire Warden training should wear a high visibility coat. Headteacher will check the alarm panel & should **notify the emergency services if the fire is genuine**.

STEP 3 One member of staff should always be present in the office, it is their responsibility to:

- Print off a register for each class – if safe to do so;
- Evacuate with the list of Visitor & Staff signing in sheets;
- Take the 'grab bag' which will contain medication such as epi pens and asthma inhalers.

Headteacher also has InVentry app installed on their phone and can view visitors etc on there.

STEP 4 On arrival at the designated assembly points teachers should check all children have been safely evacuated. A quick headcount should be made and then if different from the number on the Fire Register, a full register taken. Teachers should raise their laminated registers once a headcount has been made - to give a visual signal to the Evacuation Coordinator that all children are accounted for. If this is not the case they should let the Evacuation Coordinator know or wave to alert for assistance.

STEP 5 The Evacuation Coordinator (Headteacher) will accurately record the progress of the evacuation including details of any missing children / adults.

NO ONE SHOULD RE-ENTER THE BUILDING TO SEARCH FOR MISSING CHILDREN / ADULTS.

The Emergency Evacuation Coordinator will relay details of any missing children / adults to the emergency services on their arrival.

STEP 6 All staff must **implicitly** follow the instructions of the emergency services. No one should re-enter the building unless directed that it is safe to do so.

STEP 7 If instructed to evacuate to a temporary alternative site, staff should safely escort children to the designated location. Office staff and SLT are able to remote in (from another location) and collect children's details, if required. Children and staff should remain at the alternative evacuation site until it is advised it is safe to return to school OR to arrange for children to return home. This can be communicated with parents via a text message.

STEP 8 The Headteacher should alert the Local Authority's Director of Education and school's Chair of Governors (in their absence the Vice Chair should be notified).

STEP 9 No press briefing should be made unless directed by the Police with the input of the Local Authority Crisis Team.

STEP 10 The Headteacher and Chair of Governors should arrange an emergency Governing Body meeting to advise of the situation and review safeguarding policy, protocols and arrangements.

The Fire Service is only automatically contacted OUT of school hours (7pm – 8am) & on weekends.