**EMERGENCY INVACUATION PLAN **

|  |
| --- |
| **Long blasts of a whistle sounding is the indication for all pupils and staff to****proceed into / remain inside the school buildings**. |

**On hearing the signal**

* All pupils and staff outside the building must move quickly and quietly through the nearest door and into their usual classroom, closing all windows and doors and lowering blinds (where applicable)
* When all pupils and staff are inside the school building the external **doors should be closed and locked (where applicable) behind the last person**
* All pupils and staff are to remain in their classrooms until advised to leave by a senior member of staff
* Each class teacher will carry out a roll call after the emergency invacuation is complete. Names of any missing pupils should be communicated to the school office or senior staff for follow up

*Emergency invacuation procedures are for unexpected events which affect the school community and may involve significant threat, damage, or injury to property and individuals ( eg threatening incident or intruder within the school grounds or nearby premises, chemical or toxic substance release on or off site, severe weather events )*

*The emergency invacuation procedure may be activated by the Headteacher, senior staff or on the instruction of the emergency services.*

**EMERGENCY EVACUATION **

|  |
| --- |
| **Sounding the school fire alarm is the signal for all pupils and staff to evacuate the premises**  |

**On hearing the signal**

* All adults in charge of a class or group of pupils will begin the evacuation of children in a calm and orderly way
* Children will be led from the premises as per fire evacuation procedure
* All pupils and staff will assemble on the playground as for fire evacuation
* Each class teacher will carry out a roll call after the emergency evacuation is complete
* Names of any missing pupils should be communicated to senior staff for follow up
* All pupils and staff remain at the assembly point until advised by senior staff or emergency services that it is safe to re enter the school
* In the event of complete evacuation of pupils and staff from the school site, each class teacher will walk their pupils to the ‘Beeches Community Centre’ at Isleham Recreation Ground and assemble on the field adjacent to the main building.

*Emergency evacuation procedures are for unexpected events which affect the school community and may involve significant threat, damage, or injury to property and individuals. The decision whether to shelter indoors or evacuate to a safe place will be based on the nature of the emergency and advice from Emergency Services and the Local Education Authority*

*The emergency evacuation procedure may be activated by the head teacher, senior staff or on the instruction of the emergency services.*