

**2020-2021**

Moorside Community Primary School  
Head Teacher – S Lawler-Smith



# **MOORSIDE COMMUNITY PRIMARY SCHOOL**

# **EMERGENCY EVACUATION POLICY**

# Emergency Evacuation Policy

Moorside Community Primary School

Head Teacher: S. Lawler-Smith

## Named personnel with designated responsibility

Designated SLT for	Deputy designated SLT for EY & KS1	Deputy designated SLT for KS2	Nominated Governor	Chair of Governors
S. Lawler-Smith	S. Cooper	H. Kearsley	S. Corlett	S. Corlett

Head Teacher	Sign and Date	
Chair of Governing Board	Sign and Date	
Vice Chair of Governing Board (Signed in the absence of CofG)	Sign and Date	

Next Review Date	September 2021
Committee Responsible	Executive committee
Document locations	Shared Drive

## Change History

Version	Date	Change Description	Stored
1	Jan 2015	New Building and Inclusion of Facilities Management Responsibilities	Staff Drive
2	Nov 2017	Out of Hours procedures	Staff Drive
3	Sept 2019	Personnel Update	Staff Drive
4	Nov 2019	Personnel Update	Staff Drive
5	July 2020	Update of exits to be utilised and Personnel Update	Staff Drive
6	Mar 2021	<ul style="list-style-type: none"> <li>• Personnel Update</li> <li>• Removal of staff personal telephone numbers</li> </ul>	Staff Drive
7	March 2021	Update of exits to be used during lunchtime	Staff Drive

**Emergency and Evacuation Procedures****EYFS, KS1 and KS2 Routes of access**

- Where possible, Key Stages shall have primary and secondary access routes dependent upon location of emergency. It will be the phase leader's discretion which area is deemed suitable at the time of evacuation.

**EYFS**

- Primary Route – Out of EYFS main entrances and line up against the white fence, facing the East Lincs. Once the registers have been taken and if deemed necessary lead the children out of the far gate and to the KS2 playground.
- Secondary Route – Out through the Main Reception area and proceed to the KS2 playground muster point
- Third Route – Out into the KS1 quiet area and follow procedures for KS1 Primary Route

**KS1**

- Primary Route – Classes Ash 1, Ash 2 and Chestnut 3 proceed out of the school using their classroom exits
- Classes Ash 3, Chestnut 1 and Chestnut 2 proceed out of the building via the main Reception Area
- Secondary Route – Through the Y2 Breakout area, forming an orderly queue and then out on to KS2 playground.

**KS2**

- Y5 and Y6 Primary Route – Staircase leading to KS1 Playground to gate leading to KS2 playground
- Y5 and Y6 Secondary Route Main KS2 entrance
- Y3, Y4 Primary Route – Main KS2 entrance
- Secondary Route – Secondary KS2 staircase to KS1 Playground to gate leading to KS2 playground

**Lunchtime**

- Welfare Staff, Teachers and Teaching Assistants will walk the children out of classroom areas following the normal evacuation procedures.
- From the Dining Hall staff will walk the children out of the hall and exit via the Year 2 Breakout doors and onto the KS2 playground
- From the Dining Hall - Secondary Route - Staircase leading to KS1 Playground to gate leading to KS2 playground

**Breakfast and Afterschool Club**

- In the event of a Fire Alarm being sounded the Co-ordinator and Play Leaders will assemble the children and lead them out of the Primary Route – Y2 Break Out Door and then on to the KS2 Playground . Secondary Route – Y1 Break Out Door and out of the KS1 playground gate and then on to the KS2 Playground.
- Designated staff should carry out room checks and report to the Manager
- A designated member of staff should collect a walkie talkie from the Admin desks in Reception and the Co-ordinator should report 'all clear' to SPIE Staff.
- A register will then be taken and staff will then wait for instruction from the Facilities Management Staff.

**Outside of School Hours (Morning or Evening)**

- In the event of a Fire Alarm being sounded outside of school hours the staff on site should evacuate and assemble on the KS2 Playground.
- Ground floor staff should evacuate via the main Reception entrance and staff on the first and second floor should evacuate via the KS2 staircase main entrance. Secondary exits would be Ground Floor KS1 breakout doors (Y1 or Y2) and the KS2 staircase near the hall. Early Years staff can evacuate as normal but they should assemble on the KS2 playground.
- Please make sure you check your floor, each classroom and toilets, before leaving the building. Do not rely on someone else doing this job. You will then need to report 'all clear' to a member of the Facilities Management Staff.
- Walkie Talkies are left on the office staff desks. A member of staff should take one out with them so that they can communicate with the Facilities Management Staff who will keep you informed.
- All staff have been given an InVentry app for their mobile phone or I Pad. This will give a report of anyone not signed out, staff or visitors. This should be used as the check register for fire procedures.
- If the alarm sounds whilst after school clubs are in progress the teacher in charge should evacuate via the nearest fire exit and assemble on the KS2 playground. It is very important that staff in charge of clubs should have a club register with them for the duration of the club. This would be used as the check register for fire procedures.

**Events out of Hours**

- If the event has been organised by a member of the school staff they should evacuate everyone via the nearest fire exit and assemble on the KS2 playground.
- They should use their InVentry app to check that everyone is accounted for and inform Facilities Management Staff via a walkie talkie 'all clear'.
- If the event is organised by SCL they should take over the evacuation.

**Roles and Responsibilities School Staff**

- To ensure all floors are clear, it is the responsibility of the following staff to check and clear each floor.
- The Emergency Services will be contacted by the Site Staff
- Natalie Leahy will take a walkie-talkie out to the muster point and contact Facilities Management Staff when everyone is accounted for.
- Dawn Howarth/Steve Lawler-Smith – Clearance of the 2<sup>nd</sup> floor
- Judith Roberts /Megan Floodgate/Hayley Kearsley – Clearance of the 1<sup>st</sup> floor
- Helen Byrne/Natalie Leahy/Sarah Cooper– Clearance of the Ground floor and timing of evacuation whole school and timing for register return
- Debbie Fletcher/Helena Bowling – Clearance of EYFS
- On completion of the floor check, each team to report to the Steve Lawler-Smith/Helen Byrne
- EYFS on completion of registers a member of staff to report to Admin Staff
- All children except EYFS to muster on the KS2 playground, Julie Smith and Chantal Boothman to deliver appropriate registers to staff members. Once registers have been taken the EYFS will walk to the KS2 playground if deemed necessary.
- Chantal/Julie/Emma/Tracy will run an evacuation list from the new InVentry system which will list all staff/visitors on site and a list of any pupils who have either left the school for an appointment, or sent home ill or arrived late.
- **ALL STAFF SHOULD REPORT TO A MEMBER OF THE ADMIN TEAM ONCE THE REGISTER HAS BEEN CHECKED**
- If either a member of the staff or a pupil is missing from the roll call then a member of staff must inform HT/DHT the name of the child missing and from which class
- A designated member of the Breakfast and Afterschool Club staff will check the area including classrooms and toilets and then report to the senior member of staff.

**Roles and Responsibilities of Parents (if on site at time of alarm activation)**

- Please follow the instructions from staff and make your way to the assembly point indicated
- Please remain at the assembly point until the 'all clear' is given
- If you are entering the site whilst the alarm is ringing please wait at the gates until the 'all clear' is given. Do not walk through the High School to either get to the Primary School or exit the site.
- Please remember that our priority is to get the children out of the building quickly and to a place of safety.

**Roles and Responsibilities of Facilities Management Company**

- When an alarm sounds a member of the Site Staff will check the Fire Panel to locate the point of the fire
- If the alarm is false they will communicate with both Head Teachers (High School and Primary School). The Heads or the Schools Responsible Person will then make the decision to either re-enter the building or wait for the Fire Brigade and take advice from the fire officer. UNDER NO CIRCUMSTANCES MUST THE ALARM BE RESET OR SILENCED WHILST THE EVACUATION IS IN PROGRESS.
- If the Fire Brigade are in attendance the Site Staff will hand over to the Fire Control Officer, who will check the building and make the decision to re-enter the building.

**FIRE ACTIVATION PROCEDURES FOR MOORSIDE CAMPUS SITE**

- Alarm activation will ring through to the Monitoring Company, Aim Receiving Centre (NIS)
- They will endeavour to contact site team
- If no contact made they make the decision to contact the Fire Service

**Emergency Contact Numbers School Staff**

Mr S Lawler-Smith Head Teacher	Stephen.lawler-smith@salford.gov.uk
Mrs S Cooper Deputy Head Teacher	Sarah.cooper2@salford.gov.uk
Mrs H Kearsley Deputy Head Teacher	Hayley.kearsley@salford.gov.uk
Mrs H Byrne Operations Manager	Helen.byrne@salford.gov.uk
Ms N Leahy Executive PA	Natalie.leahy@salford.gov.uk
Mrs J Smith Administrative Assistant	Juliemc.smith@salford.gov.uk
Mrs C Boothman Administrative Assistant	Chantal.boothman@salford.gov.uk
Mrs E Turner Receptionist	Emma.turner@salford.gov.uk
Mrs N Anderson Teaching School Manager	<u>Nicola.anderson@salford.gov.uk</u>
Mrs T Gibson Administrative Assistant	Tracy.Gibson@salford.gov.uk

<b>Facilities Management Site Staff:</b>	
Dewald Greyling	0161 921 1053