



POLICY: **Emergency Evacuation Policy**

POLICY DATE: **September 2026**

REVIEW DATE: **September 2028**

The safety and welfare of all pupils, staff, volunteers and visitors is our highest priority. In the event of a fire alarm or any other emergency requiring evacuation of the building, the following procedure must be followed.

On Hearing the Fire Alarm

Teachers and staff must:

- Immediately stop all activities and instruct pupils to leave the classroom calmly and quietly.
- Ensure pupils leave all books, bags, coats and personal belongings behind.
- Lead pupils out of the building using the nearest safe emergency exit and following the designated emergency exit signs.
- Staff should take the class register where it is safe and immediately accessible to do so. **No one should delay evacuation or re-enter the building to collect a register or any other item.**
- Ensure that all pupils leave the classroom and, where safe to do so, close doors behind them.
- Proceed directly to the designated assembly point in **the school playground**.
- Pupils must remain with their class and teacher at all times.

At the Assembly Point

- Teachers must immediately check all pupils against the class register.
- Any pupil, member of staff or visitor who cannot be accounted for must be reported immediately to the senior member of staff responsible for the evacuation.
- Staff must keep pupils together and supervise them closely.
- No pupil, member of staff or visitor may return to the building until permission has been given by the emergency services or the designated senior member of staff.

Emergency Responsibilities

- The designated senior member of staff will ensure that the emergency services are contacted when necessary.
- Staff must not attempt to fight a fire unless they have been appropriately trained and it is safe to do so.
- Appropriate arrangements must be made for any pupil, member of staff or visitor who may require additional assistance to evacuate the building.
- Visitors and volunteers must follow staff instructions and assemble at the designated assembly point.

- If the normal evacuation route or designated assembly point is unsafe, staff must follow the instructions of the senior member of staff or emergency services and move pupils to an alternative safe location.

Parents and Collection of Children

During an emergency, pupils must remain under the supervision of school staff. Parents or carers should not remove a child from the assembly point without informing the member of staff responsible for the class and ensuring that the child's departure has been recorded.

Recording and Reporting

Following an evacuation or emergency:

- The time and duration of the incident should be recorded.
- Any concerns, difficulties or problems identified during the evacuation should be reported.
- A full written record of any actual emergency incident must be entered in the school's incident/accident record.
- Any necessary follow-up action should be taken to improve the school's emergency procedures.

Fire Drills

Emergency evacuation procedures should be explained to all staff and pupils. Fire drills should be carried out periodically by Manor Park Primary School to ensure that pupils and staff are familiar with the evacuation routes, assembly point and procedures.

No one should put themselves at risk or re-enter the building during an emergency. The safety and evacuation of pupils, staff and visitors must always take priority over property or personal belongings.