Lynsted and Norton Primary School

Evacuation Policy 2026

	Evacuation will primarily be used in the event of fire, however the process remains the same for any instance where it is necessary to evacuate the school.

Author	Georgina Ingram					
Date and review	January 2026	Version			Next Review	November 2026
Date and review		Version			Next Review	

Incident Control Officer	Georgina Ingram / Sally Bowler
Deputies	Emma Greenwood
Communications Officer	Sharon Lupton
	Use silent communications and keep noise to a minimum
	Keep communication devices secure
Fire Wardens	*Sharon Lupton, Emma Greenwood and Jaime Brown*

Procedures
Evacuation is everyone's responsibility

- In the event of an alarm to evacuate all children, staff and visitors must move to the nearest safe place. This will be dependent on what and where the risk is. However, evacuation point is usually the school field.
- Teachers to line up their class and move as quickly and quietly as possible to the designated area which is the school field
- Teachers should take the fire register if possible
- TA to check toilets if any of the class pupils had left the classroom
- Close <u>all</u> doors behind you as you leave
- Teachers ensure all pupils are present and correct. **This should be done by a <u>name roll call</u>, not just a head count**

- Once completed Teacher to raise your hand which will signal that all their pupils are present and correct
- Teachers to advise any issues to Office manager and Headteacher on the field if anyone is missing and why.
- Office Manager will have a list of any pupil not in/signed out and this will be cross referenced
- Office Manager will have visitors list to ensure everyone is accounted for

Evacuation and Exit Points

Ducklings to use their fire door to the side of the classroom.
Hedgehogs to use their fire door to the rear of the classroom into outside area.
Foxes to use their fire door to the rear of the classroom into outside area.
Hall to use fire door to car park.
Library to use door into outside area.
Green room to use fire door onto the playground.
FLO's Office to use fire door onto the playground.
Staffroom to use the fire door onto the playground.
Office and Trust Offices to use the side door at the bottom of the Trust staircase.

Procedure for lunchtime

If the need for evacuation occurs at lunchtime, MDMS will blow the whistle
All children will be moved to the field as quickly as quietly as possible
Teachers and TA should not return to the classroom but move to the evacuation point (Field)
Teachers join their classes and assemble in lines to follow the same process as above

Staff Roles

- Office Manger to ensure that all necessary paperwork is taken from the office to the field and the office doors are shut and windows are closed.
- Office Manager/Headteacher to call 999 if necessary
- Individual teachers/ HLTAs/ TAs lock or close the classroom doors and windows.
- Staff to support children in keeping calm and quiet
- Staff in any offices or staffroom to move to the evacuation point
- Fire Wardens – Sharon Lupton, Emma Greenwood and Jaime Brown to ensure buildings and toilets are empty but not to return to the site after first check.

STAFF/VISITORS CANNOT SIGN OUT OR LEAVE THE PREMISES DURING EVACUATION