

## **L A L E H A M   L E A   S C H O O L   &   N U R S E R Y**

### **EMERGENCY EVACUATION RESPONSE POLICY**

*This is a whole school policy which applies to all sections of the school, including Early Years Foundation Stage, Out of School Care and Clubs.*

	Date	Signed
Date reviewed	January 2026	<i>M Reece</i> Headteacher <i>C Edwards</i> Operations Manager
Ratified by the Board of Governors	January 2026	Y Epale Chair of Governors
Date of next review	January 2028	

## **INTRODUCTION**

An emergency is an event which disrupts the normal running of the school.

Emergencies include accidents, fire, explosions, bomb threats, violence or any other major external incident.

An emergency would normally involve threats to the safety, loss of life or destruction of the premises.

Emergencies may happen inside the school or outside it, during the school day or out of hours.

In accordance with Health and Safety statutory requirements it is the responsibility of the School to have a plan in place for responding to emergencies, to ensure that it is reviewed regularly, to ensure that the relevant people are aware of its existence, contents and implications, to keep the plan safe and to identify responsibilities within the plan.

## **TYPES OF EMERGENCY**

A major emergency in a school can arise out of many different events, e.g.:

- A serious accident involving children and school personnel on or off the premises
- A violent intrusion onto school premises by malicious person, either in person or by means of arson or a bomb (Refer to the School's Lockdown Policy and Bomb Threat policy)
- A school building becoming unsafe as a result of fire or structural damage
- A release of hazardous substances (chemicals) near or on the school site
- Severe weather such as floods, high winds, extreme storms etc.
- Outbreak or Epidemic (e.g. meningitis, Legionnaire's disease, flu)
- The death or major injury of a child, staff member or governor (through accident, suicide or murder)

Other events may also be deemed to be emergencies in schools because of the impact they have on teachers, pupils or other staff, sometimes for a protracted period of time.

Such events could be:

- An incident in the community which is seen or experienced by pupils or staff
- An incident affecting relatives of pupils and which is known about within the school
- An incident affecting a nearby comparable school

The main threats are perceived to be:

- The loss of buildings/ parts of buildings by fire, storm, damage etc.
- The failure of major utilities – electricity, gas, water
- The loss of school data/records/expertise by fire, storm, theft, loss of key personnel etc.
- The loss of equipment, particularly computer equipment, by fire, storm, theft, etc.

#### Prevention of Threat

Fire, storm etc.: all normal procedures must be regularly followed, equipment maintained and serviced and personnel trained on their use: e.g.

- Emergency evacuation drills held regularly (for fire/other emergency)
- Fire extinguishers regularly serviced
- Fire doors kept shut
- Litter kept to a minimum and bins emptied regularly
- Hazardous material kept in secure storage
- COSHH assessment regularly updated
- Buildings kept secure and water tight
- Site kept secure
- Security systems (fire alarms, intruder alarm, and access control) maintained in good order
- Theft: all normal procedures must be regularly followed
- Buildings and equipment kept secure
- Site kept secure
- Security systems maintained in good order
- Staff vigilance
- Loss of records: Back up of records kept securely.
- Key financial procedures to be written in a manual.

Senior Leadership Team members to take responsibility in absence of Headteacher.

Security of equipment and assets:

This should include:

- All equipment records in the relevant assets register and inventories with up-to date records and values
- All valuable equipment clearly marked with the school asset security label equipment fixed to surfaces or kept in single location where possible
- All software inventories kept with up to date with details
- Vigilant site and building security



The following people have a copy of the SCHOOL EMERGENCY PLAN:

The Headteacher

The Operations Manager

The Chair of the Governing Body

The school secretary – on school server.

The full postal address of the school is:

29 Peaks Hill

Purley

Surrey

CR8 3JJ

CONTACT NUMBERS: School office: 020 86603351

#### **DESCRIPTION OF SCHOOL: THE SCHOOL IS A THREE STOREY BUILDING**

- There are fire doors and emergency access from the school hall and the dining room.
- There are 3 external doors for use by pupils in addition to the main entrance.
- The age range of pupils is Nursery to Year 6, ages 3 to 11.
- Pupils are all currently able bodied.

#### **IDENTIFIABLE RISKS:**

- School kitchen
- Staff room kitchen area
- ICT Suite
- Boiler Rooms

#### **INVENTORY OF USEFUL RESOURCES:**

FIRST AID KITS: In Art Room, Nursery, Reception Classroom School Office and on the school minibus

FIRST AIDERS: There are a minimum of 8 first aiders on site every day. The lead first aider is the Operations Manager.

## **TYPES OF EMERGENCY:**

### **1. Risks within school site:**

The school has restricted access to all external doors. The doors are closed whilst staff and students are on site and can only be opened manually from within. Fences around the perimeter are high enough to deter easy access to the grounds and gates are kept locked during the school day.

### **2. Risks to pupils/staff:**

- Fire
- Doors
- Main entrance
- Entrance for pupils
- Records are kept of pupils who are subject to court orders and who may not be approached by named individuals.

### **3. Known risks in the community:**

All local schools have a system of informing each other of suspicious or unusual persons in the vicinity of the school.

### **4. Outbreak or Pandemic:**

Advice from the government and the LA if an outbreak or pandemic is 'imminent' and 'inevitable'. The school has a duty of care towards staff and pupils to ensure that measures are in place to prevent the rapid spread of infection and to cope with the effects should it be necessary. Children will be reminded regularly about the need to use tissues and to maintain personal hygiene. Cleaning staff will be made aware of the need to use disinfection products in high use/risk areas. Should closure of the school be deemed necessary, the school will implement remote learning and communication with parents will be via Compass.

In the event of such action being necessary, staff will contact each other using the telephone chain and local radio will be informed. Parents will be made aware of the issue and advised to look regularly at the school website, to listen to local radio and to ring the school office for an answer phone message..

## ACTION TO BE TAKEN IN THE EVENT OF AN EMERGENCY

### EMERGENCY PROCEDURES

#### Phase One

##### During School Day

Full emergency procedures displayed in entrance hall

1. Hit a fire alarm call point – installed in various locations
2. Contact fire brigade, give precise details (and ambulance if necessary)
3. All personnel evacuated to assembly point - roll call taken. Offsite evacuation to John Fisher School if necessary. The staff/ visitor signing in book as well as emergency contacts will be taken to the offsite muster point by the school secretary
4. Receive emergency services, and direct them towards problem on arrival
5. Administer first aid (if required) - First Aid trained staff
6. Shut down electricity and gas (and water, if required) - Premises staff with Fire Brigade

##### Outside School hours

1. On receiving call from monitoring station, emergency key holder to contact Headteacher
2. Contact Chair of Governor
3. Arrive at School – call ambulance if required. Emergency key holder to communicate with Fire Brigade and direct them to problem
5. Administer first aid, if required, whilst waiting for Ambulance service to arrive.
6. Shut down electricity, gas and water - Premises staff with Fire Brigade

#### Phase Two

##### During School Time and Outside School Hours

1. Fire Officer to advise Headteacher on state of buildings
2. Decide on best course for students – Headteacher
3. Protect rest of school, staff, visitors – Headteacher

#### Phase Three

1. Set up Disaster Recovery Team meeting – Headteacher to organise time and place
2. Contact Governors, insurers, press etc as Headteacher deems appropriate

### **Recovery Plan**

To follow phases 1 and 2 of the Emergency Procedures

During this phase the Disaster Recovery Team is responsible for all actions on the site and parts of the site may only be released for School activities after they have confirmed that it is safe and reasonable to do so.

Priorities for Disaster Recovery Team

- a) Establish communications: telephone, etc.
- b) Establish a control room base
- c) Check all buildings are safe and secure
- d) Assess damage
- e) Liaise with Croydon Council/ Diocese
- f) Assess how much of the school can be used, who should use it and when
- g) Look for temporary accommodation
- h) Assess equipment shortages
- i) Look for temporary equipment replacement
- j) Take advice from engineers, insurers, loss adjusters, on state of damage and ways to restore.
- k) Make (temporary) repairs to consolidate the situation
- l) Demolish unsafe areas
- m) Salvage and clean items which can be salvaged
- n) Make plans for parking/delivery of students, etc. to site

### **Incidents at school:**

EVACUATION FROM THE BUILDING - lawn at the front of the school.

EVACUATION FROM THE SCHOOL SITE: The John Fisher School where the Headteacher will liaise with their Headteacher to secure available classrooms during evacuation.

Sheltering at school: in the event that we are advised to shelter in the building, the children will be accommodated in the school hall which has access to water. There are chairs and tables for use, and mats for the children to lie on if necessary.

Food and water are accessible in the school kitchen which is adjacent. There are fire doors for quick exit if required.

## **INCIDENTS WHICH HAPPEN TO STAFF AND PUPILS OUT OF SCHOOL:**

On school trips/visits:

- The teacher in charge carries a school mobile phone with all emergency numbers on it so speed dialing is possible
- The teacher has a class list with them so they know who is on the trip & Lost Child Policy
- The teacher carries contact telephone numbers for all parents so individuals can be contacted quickly
- The school office has the mobile number of the staff member responsible for the trip and other staff on the trip
- The school office has contact numbers and copies of medical forms for all pupils

## **CONTACTS LIST**

- Staff will communicate via e-mail and the telephone contact list which is kept constantly updated on the MIS (Compass)
- Head will be responsible for e-mailing or telephoning governors to keep them informed
- Staff List: school office
- See pupil information files in school office
- Parents:
  - See pupil information files, MIS secure back up lists
  - Communication with parents: E-MAIL WILL BE USED
  - An announcement will be made via the school website

## **FINANCE**

Finance is backed up

## **RETURNING TO NORMAL**

The Senior Leadership Team will discuss such measures as are deemed necessary in order to restore the school to normality. This will depend upon the type of emergency. It may involve outside agencies, and advice will be sought from the health services, the police, other emergency services and the LEA should counselling be required for any member of the school family.

## **LOG SHEET**

A log of events and decisions taken will be maintained as far as is possible through the emergency. This will be filed and may be used for future reference and/or for de-briefing

Annual Review: Jan 2026

Next review date: Jan 2028