



Emergency Evacuation Procedures (12b)

The following routes are to be used UNLESS they are the point of fire/emergency or blocked

F1 Puffins	Through F1 back door into the play area – back gate
F2 Kingfishers/Mallards	Back door OR lobby door – Pre-Prep playground - back gate
Year 1 Cranes	Stairs OR fire escape – Pre-Prep playground - back gate
Year 1 Pelicans	Stairs OR fire escape – Pre-Prep playground - back gate
Year 2 Flamingos	Prep playground – main entrance
Year 2 Herons	Stairs OR fire escape – Pre-Prep playground - back gate
Year 3DC	Prep playground – main entrance
Year 3KI	Prep playground – main entrance
Year 4JB	Downstairs to Pre-Prep playground – back gate
Year 4FW	Downstairs to Pre-Prep playground – back gate
Year 5HG	Exit via main gate
Year 5PH	Toilets 1 st floor – fire escape – main entrance
Year 6NH	Fire escape or stairs – main entrance
Year 6JM	Fire escape or stairs – main entrance
ICT Room	Toilets 1 st floor – fire escape – main entrance
Cookery Room	Prep playground – main entrance
Staff Room	Prep playground – main entrance
School Hall	Through either door – Pre-Prep playground – back gate
School Kitchen	Exit via door to front of school
Ground Floor Offices	Exit via school office or library
Quiet Room/Library	Exit via school office or library
Music Rooms	Stairs down to school office or library
Inclusion Lead/Staff Room	Stairs down to school office or library

THE CODE FOR THE BACK GATE IS - C/345XZ

ASSEMBLY POINT

F1 Puffins, F2 Kingfishers/Mallards, Y1 Pelicans/Cranes, Y2 Herons, Y4JB/Y4FW will proceed through the back gate, by the Travellers Friend to the assembly point

In the event of the Traveller's Friend path being blocked, all the above classes must leave via the main gate.

ALL children will proceed in **SILENCE** to the area of grass on the 'island' opposite the school in class lines with staff until they are allowed back in or are collected.

ALL pupils and staff at the **Woodford Wells Club (WWC)** will be contacted by radio and told to remain where they are until informed otherwise.

**PLEASE FAMILIARISE YOURSELVES WITH THIS
IN CONJUNCTION WITH THE RELEVANT POLICIES/PROCEDURES**

Procedures

Main School Office – Miss Diedrick (School Secretary) will make any emergency calls and leave together with Miss Barrett, taking pupil contact details and the go-bag, the school ICE mobile phone, all class lists, staff signing in book and the visitors' register. In the event of only one administrator being present they will take everything necessary that time allows.

The Bursar – Fire Marshal

Other staff with Fire Warden training – Ms Heath, Mr Biston, Mr Reed, Mr Frederick, Miss White, Mr Manning, Miss Barrett, Mrs Telling.

First Aid/Welfare – Welfare Administrator

Lists of first aiders can be found at fixed first aid box sites.

All pupils, staff, visitors and people working here, having exited the premises will proceed to the fire assembly points. The Fire Marshal and Head Teacher will monitor the evacuation from the front of the school.

Fire wardens should check that their area is clear, that doors and windows are closed and report to the Fire Marshal on arriving at the assembly point. The first aid bag should be with the Welfare Administrator or, in their absence, a trained first aider.

The Pre-Prep pupils will leave with at least one adult at the front and one at the rear of each class.

A staff member will supervise the area alongside the Travellers Friend Public House exit and another will supervise the pupils crossing to the grass island outside the school. All classes will assemble on the island opposite the school with the staff members responsible for their care.

Class teachers will be given their register by the office staff and immediately account for everyone on it. In the event of a problem, or if someone is unaccounted for, they should inform the Fire Marshal without delay. Office staff will check that all staff, visitors and contractors have left the premises.

Staff at the WWC will be contacted by radio or phone to ensure that everyone is accounted for.

The Fire Marshal will remain outside the school to liaise with any emergency service personnel. The Head Teacher will be kept informed of all events as they take place or as soon as is reasonably practicable. Once it has been deemed safe to return to the school premises pupils will be accompanied by the staff and supervised as before.

A report of the incident will be completed by the Fire Marshal and discussed with the Head Teacher/Governors and BBi as appropriate. Feedback forms will be issued and a review of procedures will take place following any drill or incident. Drills will be carried out at least once a term. If the evacuation takes longer than 5 minutes it will be repeated. In certain circumstances a drill may be notified to the staff in advance. Normally staff will not have advance warning. Drills may be notified to appropriate members of the SLT. Drills may also include a 'point of fire' or a 'missing person'.

Reviewed August 2019 NB/GG

Reviewed January 2020 NB

Reviewed September 2020 NB

Reviewed August 2021 NB

Reviewed February 2022 AC



Reviewed August 2022 NB
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