**Critical Incident Procedures: Evacuation**

**Dial 9 for an outside line before 999 for Emergency Services**

**If you dial 999 you will need to :**

* give contact numbers for Principal
* Inform them of the number of pupils on roll 226 and staff numbers 39
* Our buddy school for relocation is Raddlebarn School.

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| Debbie Norbury  Tracey Dunn | 07739084593  07737298485 |

**Scenario 1: 8am – 8.40 Phone Call**

* Police will be notified immediately – office staff ring 999 and activate the fire alarm immediately.
* Text messages must be sent to staff and parents to inform them.

Parents: School is closed today because of an emergency incident. Please await further information. If your child is at Wrap Around, they have been relocated to Raddlebarn School.

Staff: School is closed today because of an emergency incident. Please await further information.

* Staff will exit the building and congregate at the Aldi car park. Staff on route to school will meet staff at the car park.
* The staff and visitors evacuation print outs will be taken by the principal/SLT/office staff to the evacuation point
* A sign will be placed on the entrances – Adrian Green to lock all gates and affix signage.
* Wrap Around: Children and staff from wrap around will exit out the back gate on to Dawlish Rd and go to Raddlebarn School. Staff to phone Raddlebarn school when safely exited school and on route i.e. mobile if possible
* Contingency: If Raddlebarn also has had a call, congregate at Selly Park.

**Scenario 2: Call during the school day**

* Police will be notified immediately. One member of staff to activate the fire alarm and call police on 999. Walkie Talkie to be used in conjunction with fire alarm to verbally signal that this is a bomb threat. All staff to use their walkie talkies to pass on the message.
* Office staff to print evacuation lists collects class registers and depart immediately to Raddlebarn.
* Classes follow bomb threat evacuation procedures – Staff to take the classes out of the nearest exit and walk to Raddlebarn immediately.
* Staff without a class will exit immediately and support classes as needed on route.
* Any children not with their class will be told in drills to go out of the nearest exit and join on with any classes exiting at that point.
* Staff to remain calm and communicate with staff and children as they exit.
* Inhaler bags to be taken

**IF CHILDREN ARE ON THE PLAYGROUND**

* Adults on the playground lead children off site out of the back gate and head straight up to Raddlebarn, checking on toilets as they exit.
* Staff to use the walkie talkie to repeat the bomb threat message
* Staff in the canteen ensure children in the canteen evacuate immediately by their nearest exit.
* Staff not with a class to leave at the nearest exit.
* Staff to remain calm and communicate with staff and children as they exit.

**Emergency Contact Numbers**

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| Debbie Norbury  Principal  Tracey Dunn  Vice Principal | 07739 084 593  07737298485 |
| Raddlebarn School | 0121 472 0062 |