



EMERGENCY EVACUATION

HEADTEACHER: SARA LLEWELLYN

DATE AGREED: 31st JANUARY 2019

DATE OF NEXT REVIEW: 30th JANUARY 2020

ALL, STAFF HAVE ACCESS TO THIS POLICY AND SIGN TO THE EFFECT THAT THEY HAVE READ AND UNDERSTOOD ITS CONTENT

The Llewellyn School and Nursery

Emergency Evacuation/Closure Procedure

The Llewellyn School and Nursery will make every effort to keep the school open, but in exceptional circumstances, we may need to close at short notice.

Possible reasons for emergency closure include:

- Serious weather conditions
- Heating system failure
- Burst water pipes
- Fire or bomb scare/explosion
- Death of a member of staff or child
- Assault on a staff member or child
- Serious accident or illness

In the event of an emergency, our primary concern will be to ensure that both pupils and staff are kept safe. If it is necessary to evacuate the school, the following steps will be taken:

- If appropriate a member of staff will contact the emergency services.
- All pupils will be escorted from the building to the assembly point using the nearest safe exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- The Lead Practitioner will take the school phone and the register from the nursery and the teaching assistants who work 1:1 with the pupils will take the register from the school (including emergency contact details) providing that this does not put anyone at risk.
- Once at assembly point the register will be taken and all pupils and staff accounted for.
- If any person is missing from the register, the emergency services will be informed immediately.
- The Headteacher will contact parents to collect their children.
- All children will be supervised until they are safely collected.
- If after every attempt, a child's parent or carers cannot be contacted, the school will follow its **Uncollected Child** procedure.

This policy was adopted by The Llewellyn School and Nursery	Date: 01 st January 2016
Reviewed on: 31 st January 2019	Signed: S J Llewellyn
To be reviewed: 30 th January 2020	