



Emergency Evacuation Policy

Approved by:		Date of approval:
Last reviewed on:		
Next review due by:		

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the Policy

The safety of all children, visitors and staff at Star International School is paramount. The Principal and nominated staff will ensure procedures are in place for the safe evacuation of children, visitors and staff, including those who may be disabled, from the school.

This policy outlines the policies and procedures for safe evacuation for the following emergencies:

- Fire
- Bomb
- Lock Down
- Gas Leak

Consultation:

This policy was written by the Head of Primary, in consultation with all members of the SLT.

Monitoring and evaluation:

The principal is responsible for using this policy to embed effective practice across the primary and secondary phases. An issues or concerns arising from this is to be brought to the attention of the Principal.

Fire

Fire Evacuation Procedure	
Rationale	
The purpose of this plan is to ensure that all staff know what to do in the event of a fire and to ensure that all people within school are safely evacuated in the event of a fire. This plan is based on the school's Fire Risk Assessment. If you discover a fire: Close the door so that the fire cannot spread.	
Staff responsibilities	
Principal	Initiate, manage and conclude the fire alarm procedure. Contact emergency services

Other staff members	<p>Class Teachers Teachers/Assistants</p> <ol style="list-style-type: none"> 1. Immediately begin to evacuate the children in an orderly manner using the route that has been specified for your class. 2. Switch off lights and close windows and doors. 3. Escort the children to the REAR SHADED PLAYGROUND AREA according to the routes shown on the fire evacuation site map. 4. Line the children up against the back wall of the playground in the following order: FS1, Yr 11 to Yr 1 and then FS2. 5. Collect registers from Admin who will be standing by picnic benches in the playground. 6. Take the register and report any missing children to the principal. 7. At the end of the emergency escort the children back to the classroom. <p>Admin Staff</p> <ol style="list-style-type: none"> 1. Admin to take class registers to the playground and give to class teachers. 2. Miss Aleem to check Arabic Room 2. 3. Miss Farah to take visitors book and check all visitors have exited. 4. Miss Karim to check staff toilets downstairs, Hall, FS2, and Year 1 and make sure all doors are shut to signal checked. 5. Miss Ciara to check Arabic Room 1, Arabic Room 3, downstairs boys' and girls' toilets, EAL and Multipurpose 3, and make sure all doors are shut to signal checked. 6. Miss Sherin to check FS1, Arabic Room 4, Nurses Room, Year 7 and make sure all doors are shut to signal checked. Then close fire exit doors by FS1 Playground and Yr 9 Stairs. 7. Miss Jade to check Year 2 to Year 3, Year 4A and Science Lab 2 Room and make sure all doors are shut to signal checked. 8. Miss Caroline to check Library, Year 5B boys and male staff toilets, and Prayer room and make sure all doors are shut to signal checked. 9. Miss Eva to check upstairs female staff and girls toilets, Year 5A, ICT Room, and SENCO and make sure all doors are shut to signal checked. 10. Miss Haasna to check Science Lab 1, Year 4B, Year 6, Year 8, and Maths Room and make sure that all doors are shut to signal checked. 11. Miss Buthaina to close fire exit doors by FS2 Free Flow Area and Yr 1 Stairs. <p>Security</p> <p>To lock main door and then open all doors to playground.</p>
Signals	
Fire Alarm signal(s)	<ul style="list-style-type: none"> • The fire alarm is a loud siren sound.
All clear signal	<ul style="list-style-type: none"> • The fire alarm will be switched off • The Principal will give the 'all clear' to return into the building
Fire Procedure	
Assembly points	Primary Playground

Procedure	Upon hearing the siren, all staff members should take up their responsibilities immediately and work quickly and calmly to evacuate the building safely. Upon exiting a room, turn off the lights and close the door to show that the room is empty.
Entrance and exit points	Security to ensure all fire escapes and exits are unlocked and accessible at all times. Exit routes are clearly displayed in each room. If the exit route is blocked, proceed quickly to the nearest available exit. Upon exiting all external entrance/exit points must be left unlocked Upon exiting a room, turn off the lights and close the door to show that the room is empty.
Bringing pupils inside	Only once given the all clear from the Principal.
Internal communication	Fire Alarm Siren Public Address System
Communication with parents	Information about the school's fire evacuation procedure will be disseminated to all parent via Class Dojo. If a fire evacuation occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school as students will not be released to parents during the evacuation. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open. Parents should not expect their child to call them nor should they call student mobiles. If a child's stay at school was extended beyond the regular time parents will receive information about the time and place they can pick up their child. Assure parents that in the event of a bomb evacuation that the overriding consideration for the school is the safety and well-being of your child and school personnel.
Additional notes	<p>Swimming Pool</p> <p>Class teachers to assist their class if they are in the swimming pool area.</p> <p>Register Checks</p> <ol style="list-style-type: none"> 1. Principal to receive notice of missing children and if circumstances allow, organise a search. 2. Principal to receive notice of missing adults and if circumstances allow, organise a search. <p>If the fire threatens the safety of children in the Assembly area, they will be evacuated via the rear gates to beside the mosque outside the compound.</p> <p>Break/Lunch Times</p> <ol style="list-style-type: none"> 1. At the first sound of the Fire Alarm Bell, all teachers must move towards the Assembly area, to help children assemble in their usual class line. All other duties stay the same. 2. All students to go directly to their class lines in the Assembly area.

Bomb

Bomb Procedure

Rationale

The purpose of this plan is to ensure that all staff know what to do in the event of a suspicious package or bomb threat being received to ensure that all people within school are safely evacuated to a safe location.

Staff responsibilities

Principal

The Principal should arrange for the silent signal (CODE BLUE) to be deployed in all school areas.

The Principal or a delegated member of SLT must inform the Police immediately by dialling 999 from a school **LANDLINE**.

The Principal / SLT must follow the instructions given by the Police. This is likely to involve evacuating pupils and adults to the school's nominated alternative site.

Post event: The Principal / SLT should complete school's critical incident paperwork.

The Principal / SLT to hold a staff debriefing meeting as soon as possible. Ensure all staff are aware of information sharing protocols particularly press / media. If required the Principal should discuss arrangements for post trauma counselling with the Local Authority.

The Principal and Board of Governors should arrange an emergency meeting to review the critical incident paperwork and the school's safeguarding arrangements.

Other staff members

Whoever receives the alert should try to record all details of the message.

The person who has received the alert should (in person) inform the Principal relaying the exact language used in the alert.

A member of the Admin Team should give the class list with parent contact numbers to the Principal and class registers taken by the Administrator.

If you receive a telephone threat you should:

- Stay calm and listen carefully
- Record all key information carefully
- If practical, keep the caller talking and alert a colleague to dial 999
- If displayed on your phone, note the number of the caller
- If the threat is a recorded message write down as much detail as possible
- If the threat is received via text message do not reply to, forward or delete the message. Note the number of the sender and follow police advice
- Contact the principal or a member SLT upon receipt of the threat. They will make an assessment of the threat.
- If the threat is delivered face-to-face:
 - Try to remember as many distinguishing characteristics of the threat-maker as possible
 - If discovered in a written note, letter or as graffiti:
 - Treat as police evidence and stop other people touching the item.
 - If the threat is received via email or social media application:
 - Do not reply to, forward or delete the message
 - Note the sender's email address or username/user ID for social media

REMEMBER Dial 999 and follow police advice. Seek advice from the principal or SLT as soon as possible.

Signals

Bomb Evacuation signal(s)

- Code Blue to be communicated by word of mouth – admin and SLT ensure all areas of the building have been informed

All clear signal	<ul style="list-style-type: none"> The Principal will give the 'all clear' to return into the building once informed it is safe to do so by the police
Bomb Procedure	
Assembly points	<p>Immediate evacuation to the primary playground and await further instruction - An alternative site – as agreed upon by the emergency services. Pupils should be accompanied by their class teachers. The Principal should remain in a safe proximity (agreed by emergency services) to the school.</p>
Procedure	<p>Upon hearing the evacuation signal, all staff members should evacuate all students to the agreed assembly point. Police instructions should be implicitly followed</p>
Entrance and exit points	<p>Security to ensure all fire escapes and exits are unlocked and accessible at all times. Exit routes are clearly displayed in each room. If the exit route is blocked, proceed quickly to the nearest available exit. Upon exiting all external entrance/exit points must be left unlocked Upon exiting a room, turn off the lights and close the door to show that the room is empty.</p>
Bringing pupils inside	<p>Only once given the all clear from the Principal.</p>
Internal communication	<p>Email, SMS, SIMS, Word of mouth</p>
Communication with parents	<p>Information about the school's bomb evacuation procedure will be disseminated to all parent via Class Dojo. If a bomb evacuation occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school as students will not be released to parents during the bomb evacuation. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open. Parents should not expect their child to call them nor should they call student mobiles, as the bomb procedure states that electronic devices should not be used. If a child's stay at school was extended beyond the regular time parents will receive information about the time and place they can pick up their child. Assure parents that in the event of a bomb evacuation that the overriding consideration for the school is the safety and well-being of your child and school personnel.</p>
Additional notes	<p>This is a silent evacuation to account for all pupils and adults. The fire alarm must not be used. As radio waves can detonate a bomb no mobile phones or walkie talkie devices should be used. All devices should be switched off. Alternative evacuation site – There should be no mobile phone contact made to the Principal, unless the emergency services confirm it is safe to do so. Pupils and staff should remain at the alternative evacuation site until advised it is safe to return to school OR arrangements are made for pupils to return home. No press briefing should be made unless directed by the Police.</p>

Lock Down

Lock Down Procedure

Rationale

All schools should consider the need for robust and tested school lock down procedures. Lock down procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity. A lockdown is implemented when there are serious security risks for the premises due to, for example, near-by chemical spillage, proximity of dangerous animals, serious weather conditions or attempted access by unauthorised persons' intent in causing harm/damage.

Staff responsibilities

Principal	Initiate, manage and conclude the lockdown. Contact Emergency Services
Other staff members	Security and Site managers: ensure all access points are secured Admin: Communicate lockdown to all staff including any class on school trips (inform not to return to school until advised that it is safe) Teachers and support staff: move children into a safe area and stay with pupils, keep a calm and quiet atmosphere in the classroom.

Signals

Lockdown signal(s)	<ul style="list-style-type: none"> • Public address (PA) system – ‘Lockdown’ • Internal message systems – Email / SIMS message sent out • Word of mouth - Lockdown
All clear signal	<ul style="list-style-type: none"> • Public address (PA) system – ‘All Clear’ • Word of mouth – ‘All Clear’
Evacuation signal	<ul style="list-style-type: none"> • Public address (PA) system – ‘Evacuate’ • Internal message systems – Email / SIMS message sent out • Word of mouth – ‘Evacuate’

Lockdown Procedure

Assembly points	Nearest Classroom
Procedure	<p>Move to the nearest classroom or lockable room. Glance outside and direct any student or Staff member into the classroom Bolt/Lock all doors – if no lock available, use furniture to barricade door. Lower or close any blinds. Look for the safe corner (this is the place in the room where you cannot be seen from the door/windows) Turn out lights and computer monitors. Silence mobile phones and devices Keep students quiet Do not open the door under any circumstances until the all clear is sounded.</p>

Entrance and exit points	All external entrance/exit points to be locked by security/site managers immediately on hearing the signal All windows to be closed immediately on hearing the signal
Bringing pupils inside	If students are outside during the event of a lock down the member/s of staff in charge should direct the children to the nearest safe classroom
Internal communication	Email, SMS, SIMS
Communication with parents	Information about the school's lockdown procedures will be disseminated to all parents via Class Dojo. If lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school as students will not be released to parents during lockdown. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open. Parents should not expect their child to call them nor should they call student mobiles, as the Lockdown situation requires silence in order not to alert an intruder to the presence of students and Staff in classrooms. If a child's stay at school was extended beyond the regular time parents will receive information about the time and place they can pick up their child. Assure parents that in the event of a lockdown that the overriding consideration for the school is the safety and well-being of your child and school personnel.
Additional notes	Lock down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements. – See checklist below.

Gas Leak

Gas Leak Procedure	
<p>The purpose of this plan is to ensure that all staff know what to do in the event of a gas leak on the school premises to ensure that all people within school are safely evacuated. The procedure below explains the protocol of conducting a silent evacuation of the building in the event of a gas leak, or suspected gas leak.</p>	
Staff responsibilities	
Principal	<p>Telephone the gas provider emergency service line to advise a gas leak is suspected. Telephone the Fire Service 997 to advise a gas leak is suspected and that the gas provider has been notified. Relay any information given to school by the gas provider.</p> <p>Provide up to date, accurate information to the emergency services on arrival.</p> <p>Principal to remain with the emergency services at a designated safe location.</p> <p>Post Event:</p> <p>The Principal and SLT should complete school's critical incident paperwork. The Principal & SLT to hold a staff debriefing meeting as soon as possible. Ensure all staff are aware of information sharing protocols particularly press / media.</p> <p>The Principal should arrange a review of school's safeguarding arrangements.</p>

Other staff members	<p>SLT and Admin staff to initiate silent evacuation and ensure all people are safely evacuated.</p> <p>Upon being given the signal for evacuation, class teachers to evacuate pupils and adults to school's alternative site, beside the mosque at the back of the school premises (assembly point may change upon advice from the emergency services during the evacuation)</p> <p>Administrator to take class registers.</p> <p>Pupils and adults should not return to school until the Principal has been advised it is safe to do so. If the site cannot be made safe the Principal will instruct the Teachers to contact parents to arrange for pupils to be collected.</p> <p>No press briefing should be made unless directed by the emergency services.</p>
Signals	
Lockdown signal(s)	<ul style="list-style-type: none"> Code ??????? to be communicated by word of mouth – admin and SLT ensure all areas of the building have been informed
All clear signal	<ul style="list-style-type: none"> The Principal will give the 'all clear' to return into the building once informed it is safe to do so by the police
Gas Leak Procedure	
Assembly points	<p>Immediate evacuation to the carpark beside the mosque and await further instruction - An alternative site – as agreed upon by the emergency services. Pupils should be accompanied by their class teachers.</p> <p>The Principal should remain in a safe proximity (agreed by emergency services) to the school.</p>
Procedure	<p>Upon hearing the evacuation signal, all staff members should evacuate all students to the agreed assembly point.</p> <p>Police instructions should be implicitly followed</p>
Entrance and exit points	<p>Security to ensure all fire escapes and exits are unlocked and accessible at all times. Exit routes are clearly displayed in each room.</p> <p>If the exit route is blocked, proceed quickly to the nearest available exit.</p> <p>Upon exiting all external entrance/exit points must be left unlocked</p> <p>Upon exiting a room, turn off the lights and close the door to show that the room is empty.</p>
Bringing pupils inside	<p>Only once given the all clear from the Principal.</p>
Internal communication	<p>Email, SMS, SIMS, Word of mouth</p>
Communication with parents	<p>Information about the school's gas leak evacuation procedure will be disseminated to all parent via Class Dojo. If a gas leak evacuation occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school as students will not be released to parents during the evacuation. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open. Parents should not expect their child to call them nor should they call student</p>

	<p>mobiles, as the gas leak procedure states that electronic devices should not be used. If a child's stay at school was extended beyond the regular time parents will receive information about the time and place they can pick up their child. Assure parents that in the event of a gas leak evacuation that the overriding consideration for the school is the safety and well-being of your child and school personnel.</p>
Additional notes	<p>The audible alarm should not be used. Do not switch lights or any other electrical equipment on / off – leave all equipment and exit the building as quickly as possible.</p>