



Lawrence View Primary and Nursery School Emergency Plan

Evacuation and Lockdown procedures.

In the event of a fire.

General: On hearing the fire bell, all children must leave in an ordinary fashion by the nearest exit. Line up on the large playground by classes and should wait to be checked by their class and should wait to be checked by their class teacher.

Wait very quietly.

The teachers, should either lead out the children from the three classrooms in part of the school and supervise their lining up, or check parts of the building before following the children onto the playground (see below).

Once on the playground, all teachers should stand by their line of children and wait for their register. Count heads and then check name by name that everyone is present. The head is to be informed when the checks are completed.

The head is given the signing in/out book and the visitors book and must check the relevant teacher.

Class	Staff member	Duties of each member of staff
Foundation	Teaching assistants	Exit building with all children
	Teacher	Check all toilet areas
Year 1 and 2	Class teachers	Exit building with whole class.
	Teaching assistants	Check toilet areas (year 1 and 2)
Nurture		Exit the building from the nearest exit (blue staircase)- check toilets and areas around blue staircase.
Year 3 and 4	Class teachers	Exit building with whole class.
	Teaching assistants	Check top corridors and intervention spaces
Year 5 and 6	Year 6 teacher	Exit building with all the children
	Year 5 teacher	Exit the building with all the children
OFFICE STAFF		Call the Fire Brigade. Escort any children who are outside the office to the playground. Collect registers and give to the teachers collect signing in/out book and visitors book and give them to the head. Check the offices and leave through the hall doors. Check with the teachers (after roll call) that all the children are accounted for.
Parents, students or		Go out and report to assigned teacher in school.

visitors		
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Fire Evacuation Plan - Lunch Times

If the Fire alarm is raised during lunch time, all Dinner welfare staff will escort all children from the building by the nearest available exit and make for the normal fire assembly point on the playground.

Children to line up in class groups, including all those already outside.

Registers and signing out books to be taken out to assembly point by senior member of staff (office/ head or deputy).

All other staff in school will assist by checking areas before going out and accounting for children class by class.

Dinner staff will check off pupils using registers.

Kitchen staff to leave building as per school session fire drill.

A member of staff to phone the fire service if required.

Evacuation and shelter plan

Procedure for sheltering if this is advised instead of evacuation

- Staff and children converge in school hall. (If appropriate)
- Roll call to take place in the hall.
- Stay indoors, close doors and windows await further instruction from emergency services.

Procedure for lock down if this is advised in case of an intruder

Lock down signal- emergency alarm will sound (this is the continuous ringing of the school bell).

- Stay indoors, lock doors, close and cover windows (teachers to close blinds to outside windows).
- Children to sit under tables.
- Ensure outside gates and doors are locked, if safe to do so. (Office staff/ head teacher).
- Headcount to be taken by class teachers
- Ensure office window is locked and secured
- School Office manager to press emergency button and phone 999

Procedure for evacuation in case of bomb scare.

Bomb scare signal for complete evacuation is the fire alarm.

- All children to exit as fire.
- Once located at fire assembly point staff walk children through the gate at Garden Road onto the footpath onto the far end of the school field. Where everyone assembles until further instructions are given.