



# St Elizabeth Catholic Primary School



## EMERGENCY EVACUATION GUIDANCE

Following on from the recent terror attacks in Manchester and London, please find below information and advice on how to proceed in the event of any further attacks:

### Definition of a Critical Incident

A critical incident is one where the normal life of a school is seriously disrupted, requires the intervention of the emergency services and prevents the school from carrying out its usual routines and timetable.

### Examples of incidents could include:

- Death or serious injury however caused
- Major fire or building damage
- Natural or man-made disaster
- Terrorist attack
- Abduction of a pupil etc...

### Incidents can occur:

- On the school site during or outside school hours
- On school transport,
- During school organized activities away from the school site
- In the local area.

**STEP 1** The Executive Headteacher should be informed (in person). She will then, in consultation with the LA decide whether or not the incident is to be regarded as critical. If a critical incident occurs there is no doubt that the security and safety of the pupils is the first priority.

**STEP 2** The Executive Headteacher should arrange for the silent signal to be deployed in all school areas. This is a SILENT EVACUATION to account for all pupils and adults.

Code <b>BLACK</b> – immediate threat to the school. Staff will be told whether to lock down their classrooms, to evacuate to the Glade in Victoria Park, to evacuate to Our Lady of the Assumption Church or whether to congregate in the KS2 playground
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Code <b>RED</b> – high alert either locally or nationally (such as the recent terror attacks).
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Code <b>YELLOW</b> – email or phone alert from LBTH/ LA
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Code <b>GREEN</b> – be on alert – gang near school, person taking pictures
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**STEP 3** The Executive Headteacher or a delegated member of SLT must inform the Police immediately by dialling 999 from a school LANDLINE.

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**STEP 4** The Executive Headteacher / Head of School must follow the instructions given by the Police. This is likely to involve evacuating pupils and adults to the school's nominated alternative site.

**STEP 5** If evacuating to the alternative site, the pupils should be accompanied by the Head of School. The Executive Headteacher, Head of Office and Site Manager should remain in a safe proximity to the school. This will be agreed with the emergency services.

**STEP 6** The Site Manager or Head of Office should ensure the emergency evacuation box is taken out of school unless it is unsafe to do so. The box should be given to and remain with the Executive Headteacher.

## **STEP 7 POLICE INSTRUCTIONS SHOULD BE IMPLICITLY FOLLOWED**

**STEP 8 THE ALTERNATIVE EVACUATION SITE:** There should be NO MOBILE PHONE CONTACT made to the Executive Headteacher, Head of Office or Site Manager unless the emergency services confirm it is safe to do so. The Head of School should alert the Local Authority Director of Education and the Chair (or in their absence the Vice Chair) of the Governing Body. 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.

**STEP 9** Consider the most effective arrangements for contacting staff, pupils and parents / carers. They will be contacted by:

- Two-way radios
- Classroom telephones
- Mobile phones
- Instant messaging / email
- Other