



Park Road Academy Primary School



Invacuation, Lockdown and Evacuation Policy

2025-2026



Statement of intent

The safety of pupils, staff members and visitors on the premises is paramount and Park Road Academy Primary School takes their duty to protect the wellbeing and welfare of these people very seriously.

The main priority is to prevent an emergency from occurring in the setting; however, this is sometimes, unfortunately, out of the hands of the school. In an emergency, staff members at the school will endeavour to take all reasonable actions in order to ensure the safety of pupils and visitors.

The procedures outlined in this policy aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff members and visitors.



1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- DfE (2014) 'Fire safety in new and existing school buildings'
- DfE (2023) 'School and college security'
- DfE (2023) 'Emergency planning and response for education, childcare, and children's social care settings'
- DfE (2024) 'Protective security and preparedness for education settings'

1.1. This policy operates in conjunction with the following school policies and procedures:

- Health and Safety Policy
- Bomb Threat Policy
- Adverse Weather Policy
- Invacuation and Lockdown Procedure
- Fire Evacuation Plan
- Personal Emergency Evacuation Plan
- Business Continuity Plan
- School Security Policy
- Security Risk Assessment

2. Definitions

The term '**evacuation**' refers to the orderly removal of pupils, staff members and visitors from the school building; this can be as a result of a fire or other incident within the building.

The term '**invacuation**' refers to keeping staff, pupils and visitors inside the school building to ensure their safety from an internal or external incident which has the potential to pose a threat to their safety and wellbeing, e.g. toxic fumes in the air.

The term '**lockdown**' refers to the procedure of locking external doors and windows before taking immediate shelter in a secure location. This procedure is typically invoked as a response to a security threat.

3. Roles and responsibilities



The governing board will be responsible for:

- Ensuring the school meets its responsibility to keep all pupils, staff and visitors safe.
- Familiarising itself with the school's protective security and preparedness plans.
- Monitoring the overall implementation of this policy.
- Reviewing this policy, in conjunction with the headteacher and health and safety coordinator, to ensure its effectiveness.

The headteacher will be responsible for:

- Promoting the safety and wellbeing of pupils and staff members.
- Appointing a competent member of staff to lead on school security and the procedures outlined in this policy – this will be the health and safety coordinator.
- Ensuring effective and rehearsed emergency procedures are in place at the school.
- Ensuring all staff members are aware of this policy and can access a copy.
- Ensuring that new staff members receive training on the school's emergency procedures as part of their induction.
- Ensuring all staff receive training following any changes to the school's emergency procedures.
- Raising the alarm in an emergency and delegating this duty to a designated member of staff to carry out when they are not present at the school.

The health and safety coordinator will be responsible for:

- Identifying the likelihood of a security-related incident occurring that would result in activating this policy, and assessing the level of impact of these incidents.
- Developing the school's invacuation, lockdown and evacuation procedures, in conjunction with the headteacher.
- Delivering training to all staff members on the emergency procedures outlined in this policy.
- Leading rehearsals of emergency procedures.
- Reviewing the school's emergency procedures following any incident during which they were activated, and at least annually, to ensure the procedures remain effective.

Appointing a security lead who will also act as the incident lead when incidents occur.

Appointing deputy incident leads to cover the absence of the first incident lead.

Organising security preparedness and awareness training, including training on the RUN HIDE TELL principles.

The security lead will be responsible for:



- Coordinating and overseeing the school's protective security and preparedness work.
- Developing and maintaining policies and plans which promote a good security culture and deter someone intending to cause harm.
- Determining how staff should respond effectively to incidents.
- Ensuring all staff members are aware of their roles and responsibilities in relation to protective security and preparedness and receive appropriate training.
- Liaising with external agencies, e.g. the police and emergency services, to ensure effective communication and collaboration.
- Managing and delegating the response to an incident.
- Working as the incident lead in response to incidents.

The incident lead and incident lead deputies will be responsible for:

- Leading the initial response to an incident.
- Liaising with the police to incorporate their advice into an overall response.
- Making fast, clear decisions under pressure.
- Responding appropriately to any safety concerns.
- Communicating with parents about incidents.
- Leading any responses to media interest.
- Managing resources effectively, including consideration for the wellbeing of staff, pupils and families.

School office staff will be responsible for:

- Providing the emergency services with copies of the school's site plan.
- Ensuring that all contractors or external services working within the school are supplied with a copy of the school's emergency procedures.
- Continuously monitoring any emergency situations and keeping both the emergency services and fellow colleagues up-to-date.

All members of staff will be responsible for:

- Acting in accordance with this policy at all times.
- Ensuring pupils, fellow staff members and visitors remain as safe as possible whilst on the school premises.
- Ensuring that registers are accurately taken during an invacuation, lockdown or evacuation, and reporting the names of missing pupils to the headteacher immediately.
- Informing the headteacher or school office of any pupils missing from the classroom when the alarm was raised.
- Maintaining an orderly manner and encouraging pupils to stay calm during emergency procedures.



All staff members are responsible for:

- Ensuring the safety and wellbeing of pupils during an incident.
- Participating in protective security awareness and preparedness training as part of organised CPD.
- Being vigilant and reporting any suspicious activity to the security lead or appropriate authorities.
- Supporting the security lead in implementing and maintaining plans.
- Being familiar with all incident response plans.
- Providing additional support to those who are particularly vulnerable.
- Being prepared to follow emergency procedures in the event of an incident.
- Their own safety during an incident whilst listening to instructions from the incident lead and emergency services.
- Acting in accordance with this policy and associated procedures where required.

Kerry Hart or Sophie Daine will be responsible for informing and seeking advice from the relevant external services, such as the police, in the event of an emergency.

The site manager will be responsible for ensuring that emergency exits and evacuation points are clearly signposted.

4. Appropriate procedures

The headteacher and health and safety coordinator will develop a plan to decide which emergency procedure would be implemented under different circumstances.

When developing procedures, pupils and their specific needs will be considered to inform the most appropriate way to convey safety messages in a positive, age-appropriate and reassuring manner

The evacuation procedure will be implemented in the following circumstances:

- Fire in the school
- Dangerous structural damage to the school where it is safe to exit the premises
- Bomb threat within the school

The invacuation procedures will be implemented in the following circumstances:

- A bomb threat near the school
- Chemical spillages near the school
- Toxic fumes near the school

The partial lockdown procedure will be implemented in the following circumstances:

- A civil disturbance in the local community with the potential to pose a risk to the school



The full lockdown procedure will be implemented in the following circumstances:

- An intruder on the school site

Where a lockdown is required, either a partial lockdown or full lockdown procedure will be implemented, depending on the circumstances. The headteacher will take all factors into consideration when deciding whether to partially or fully lock down the school. Where possible, advice will be sought from the emergency services.

The above lists are not exhaustive and if a different incident occurs, the headteacher and health and safety coordinator will make a decision on what procedure should be implemented taking into account the circumstances of the situation.

5. Implementing procedures

When an incident occurs, the headteacher and health and safety coordinator will make a decision on which emergency procedure should be implemented. They will take account of all the circumstances and seek advice from the emergency services where necessary.

The school will implement one of the following procedures depending on the circumstances:

- Evacuation Procedure
- Invacuation Procedure
- Partial Lockdown Procedure
- Full Lockdown Procedure

All of these procedures are made available to staff and visitors via the school office.

National Emergency Alerts system

The school will ensure at least one school-owned mobile device is compatible with receiving alerts from the national Emergency Alerts system. This device will always be switched on and will be in possession of a member of staff at all times.

If an alert via the national Emergency Alerts system is received, the headteacher will be alerted as soon as possible. The headteacher and security lead will check the current alerts [online](#) to ensure the alert is genuine where necessary.

The relevant emergency procedure will be implemented depending on the nature of the danger.

6. RUN HIDE TELL

All staff will be able to make informed choices when faced with a terrorist incident. Staff members will receive training on, and will familiarise themselves with the [RUN HIDE TELL principles](#) and will use these principles in conjunction with their knowledge of the school site.



For pupils and staff members with SEND, the school will adjust the generic plan to consider the impact of disability and plan holding areas if necessary.

When following the HIDE principles, the incident lead will also activate the school's lockdown procedures.

7. Communicating during an incident

Communication methods will be planned in advance of incidents, including any code words or signals that may need to be used.

When managing an incident, the school will ensure that procedures are in place to coordinate with staff and those directly involved in the incident, parents, the police and other emergency responders. The school will also plan how it will communicate incidents to the local community and in response to interest from the public and media.

The incident lead will consider how best to communicate to staff and pupils, and will provide clear and concise instructions.

When alerting a threat across the school, the first alert will:

- Be quick to activate.
- Reach the people who need to know.
- Be easily activated by any staff member from various locations.
- Not provide any information on the locations of people on site.
- Not increase the risk of harm to the person who activates the alert.

The communications method used during an incident will:

- Be silent and invisible to someone intending to cause harm.
- Enable two-way communication, both with the incident lead and other staff members.
- Be portable and not dependant on Wi-Fi and wired connections.

When communicating with the police, call handlers will give the police and other emergency responders as much information as possible and cooperate with their instructions.

Communication with parents

The school will promptly communicate to parents about incidents to reassure them that the situation is being handled. Parents will be instructed to stay away from the school site whilst the incident is ongoing.

Arrangements and information regarding the school's invacuation, lockdown and evacuation procedures will be routinely shared with parents via a secure communication method, e.g. a letter home. The school will be mindful to not share information regarding the school's procedures in a way that would mean third parties unrelated to the school would be able to access them.



In the event of any of the procedures taking place due to a real emergency, parents will be informed of any developments as soon as is practicable via [the parent messaging system](#).

Parents will be informed not to call or come to the school as this could interfere with the work of the emergency services and may result in putting themselves and others in danger. The school will contact parents when it is safe for them to collect their child.

Whilst talking to parents, the school will reassure them that they understand their concern for their child's welfare, and that the school is doing everything possible to ensure the safety and wellbeing of all pupils.

A selection of holding statements will be prepared in advance of an incident to be ready for issue dependent on the type of incident taking place.

8. Invacuation procedure

- The aim of the invacuation procedure is to protect lives by keeping people inside away from perceived danger. This procedure will be used in the event of armed intrusion, chemical spillages and air pollution.
- The warning for the school's invacuation procedure is the call of **Operation Bright Star**
- The headteacher or member of staff first alerted to this threat will call via the walkie-talkies as soon as a concern has been raised. The silent alarm located in the front office and in the headteacher's room will alert the police.
- Staff members will keep in contact using two-way radios or mobile phones to inform each other of any problems experienced while carrying out the procedure, e.g. missing pupils.
- Throughout the procedure, the headteacher, or another designated member of staff, will continuously keep other staff members updated, where possible, using two-way radios or mobile phones.
- During an invacuation, pupils, staff members and visitors outside the school building will move quickly and quietly through the nearest entrance to the building.
- If staff are in buildings adjacent to where pupils or other staff members are outside, they will signal to the class to come inside immediately.
- When all personnel are inside, doors and windows will be securely locked and, if sheltering from an environmental hazard, all ventilation and/or air circulation systems will be switched off.
- A register will be taken of all pupils, staff and visitors to determine whether anyone is missing or injured.
- Main entrances into the school site will be locked if necessary.
- Prior to the procedure, the site manager will identify designated 'safe rooms' throughout the school building, which all staff members will be made aware of.



The school's designated 'safe rooms' are as follows:

Area of school
All Classrooms
The PPA Room
Headteacher's Office
The Staffroom

- Where an invacuation occurs during lesson time, pupils will be guided towards their designated 'safe room' by their classroom teacher or adult in charge who will ensure that all pupils are accounted for.
- When the invacuation procedure occurs during lunchtime, or a lesson change over, all staff members will guide pupils towards the nearest designated 'safe room'.
- Visitors will be directed to the nearest designated 'safe room'.
- Staff members will instruct pupils to stay away from the windows and doors.
- Where necessary, pupils will be informed to lie or sit on the floor.
- Pupils, staff members and visitors will remain in their designated rooms or positions until told to do so by the emergency services, the headteacher or site manager has given an announcement to declare the risk has gone.
- Staff will be responsible for reassuring pupils and keeping them calm during the procedure.
- When the invacuation procedure has finished, pupils will return to their timetabled classroom where a register will be taken.
- Throughout the invacuation procedure, the school office will keep in contact with the emergency services, ensuring the procedure is being implemented correctly.

Following an occurrence necessitating the invacuation procedure, the following actions will be taken:

- A follow up talk with staff members and pupils will be delivered by the headteacher and site manager.
- Support will be sought where necessary, for example, from counselling services
- Parents and other stakeholders will be informed via letter
- The response to the crisis will be evaluated and procedures amended where necessary
- The school's Business Continuity Plan will be activated to help restore normality following an incident

9. Lockdown procedure



This procedure will be implemented as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety and wellbeing of pupils, staff members and visitors.

- The headteacher and/or site manager will ensure that all staff members understand when and how this procedure will be implemented.
- Depending on the circumstances, either a partial lockdown or full lockdown procedure will be implemented.
- The headteacher will take all factors into consideration when deciding whether to partially or fully lockdown the school. Where possible, advice will be sought from the emergency services.
- The partial lockdown procedure is a precautionary measure but puts the school in a state of readiness should the situation escalate. It will be used in the event of, but not limited to, the following:
 - A local risk of air pollution
 - A civil disturbance in the local community with the potential to pose a risk to the school.

The full lockdown procedure will be used in the event of, but not limited to, the following:

- An intruder on the school site
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog, or other animal, roaming loose
- The signal given for staff members to implement the lockdown procedure is the call of **Operation Falling Star**
- The silent alarm located in the front office and in the headteacher's room will alert the police.
- Staff will be informed of the type of lockdown procedure that will be implemented and made aware that it is not a drill using two-way radios.
- Lines of communication between staff members will be kept open using **two-way radios and mobile phones**; however, unnecessary calls to the school office will not be made as this could delay important communication.
- As soon as the alarm has been raised, the school office staff will ensure that the relevant emergency services are informed and kept up-to-date with the situation.
- In the event of the school implementing the lockdown procedure, pupils will be instructed to remain in their classroom, or will be guided to the nearest suitable room, e.g. classroom, hall, sports hall or office.
- Staff members will ensure that the toilets, canteen and playgrounds are cleared of all pupils, staff members and visitors.
- Staff have a responsibility to ensure that any items that could be used as weapons, e.g. kitchen utensils or sports equipment, are kept securely locked away when not in use.
- Pupils who are outside the school, or not in classrooms, will be led inside as quickly as possible, unless this will endanger them and others.
- Classroom teachers or assigned staff member to that particular class will be responsible for the pupils within their classroom.



- When all personnel and pupils are inside, doors and windows will be securely locked, including fire doors, external doors and internal doors.
- Classroom teachers will conduct a register or headcount. Staff will notify the school office immediately of any pupils not accounted for via two-way radios or mobile phones, and an immediate search will be instigated, where appropriate.
- Once all personnel and pupils are inside, the SLT will conduct an on-going and dynamic risk assessment based on advice from the emergency services.
- All pupils, staff members and visitors will be made aware of their nearest exit point in case a hostile intruder manages to gain access.
- If it is considered necessary to leave the school site, staff will lead pupils and visitors to the pre-arranged alternative place of safety. This will be a short walk to Newton Park – the large grassed area behind Watling Gate building.
- Pupils may be asked to hide or disperse if this will improve their safety.
- Pupils are instructed to take cover under their tables where possible.
- In the event of a partial lockdown, movement may be permitted within the building, dependent upon the circumstances, but this will be supervised by a staff member.
- In the event of an air pollution issue or a chemical, biological, radiological or nuclear (CBRN) attack, air vents will be closed, where possible, as an additional precaution.

In the event of a full lockdown, once all pupils have been accounted for, the following actions will be carried out by staff members in order to increase protection:

- Blocking off access points by moving furniture to obstruct doorways etc.
- Drawing all curtains and blinds
- Turning off all lights and electrical monitors expressing light
- Instructing all pupils to either sit on the floor, under a table or against a wall
- Ensuring all people are kept out of sight and away from windows or doors
- Instructing people to stay as quiet as possible
- Activating retractable security bollards at access points to the school to prevent unauthorised vehicles from accessing the site
- All personnel will remain inside until an 'all clear' signal has been given, either via the two-way radios, by the SLT or the site manager, or unless told to evacuate by the emergency services. If someone is taken hostage on the premises, the school will seek to evacuate the rest of the site.
- Parents will be notified as soon as it is practicable to do so via the text messaging server.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, a continuous ring of the fire alarm will be sounded.
- The school's Business Continuity Plan will be activated to help restore normality following an incident.
- In order to ensure the effective implementation of the lockdown procedure, a lockdown drill will be undertaken.



10. Evacuation procedure

- The school will carry out evacuation drills at least once a term in order to ensure pupils and staff members fully understand what is involved in the procedure and that it is implemented effectively.
- In an emergency, such as a fire, the school's evacuation procedure will be implemented with the priority of getting everyone out of the school safely and calling the emergency services.
- All staff members will have a copy of the evacuation procedure and clear instructions regarding the fire evacuation procedure will be displayed in every classroom.
- New staff members will be advised of evacuation procedures as part of their induction training.
- The designated fire warden for the school is Pete Boughen.
- The school has undertaken the appropriate fire awareness and fire warden training that meets the fire authority's regulations.
- The Fire Warden will ensure that all staff members are aware of the designated evacuation points.

The designated evacuation points for the different year groups are as follows:

Year group	Primary Evacuation Point
Nursery	Fire Assembly Point 4
Reception	Fire Assembly Point 1
Year 1	Fire Assembly Point 5
Year 2	Fire Assembly Point 5
Year 3	Fire Assembly Point 5
Year 4	Fire Assembly Point 3
Year 5	Fire Assembly Point 3
Year 6	Fire Assembly Point 3
Club Room	Fire Assembly Point 2
The Studio	Fire Assembly Point 1
Hall	Fire Assembly Point 2
Mobile Classroom	Fire Assembly Point 2



- A secondary evacuation point is located at Newton Park.
- The secondary evacuation point will be used in the event that the primary evacuation points on the school site are not safe.
- The signal for the evacuation procedure to be implemented is the continuous sound of the fire alarm.
- When the alarm is sounded, pupils and visitors will immediately stop what they are doing, stand still and wait for further instructions to be given by a staff member.
- Staff members will direct pupils to the nearest safe exit.
- Staff members will be responsible for ensuring that exits are never obstructed or blocked.
- Staff members will ensure that there are no pupils left in the toilets, changing rooms, corridors or school hall, etc.
- Pupils will walk in an orderly and quiet manner to the designated evacuation point.
- Staff members will be aware of any pupils under their care who have a Personal Emergency Evacuation Plan (PEEP).
- When pupils are lined up in their year groups at their designated evacuation points, a headcount will be taken, followed by a register.
- Any missing pupil, staff member or visitor will be reported to the designated fire warden, detailing their name, the date/time and where they were last seen, and any other relevant information about the person, e.g. any medical conditions.
- Missing personnel and pupils will be immediately searched for if it is safe to do so.
- Under no circumstances will any staff member, pupil or visitor re-enter the building during the evacuation procedure, unless the 'all clear' is given by the headteacher, site manager or emergency services.
- The school office staff will call the emergency services as soon as the alarm is raised and they have safely exited the building.
- Information for the emergency services, such as the location of gas shut off valves and on-site chemicals, is located within the school's evacuation plan.
- Children's emergency contact details can be accessed via Operoo. All staff have access to this remotely.
- If required, parents will be contacted in order to collect their children. This will be done using the school's text messaging server.
- All evacuations will be recorded using the Evacuation Record Log (**Appendix 1**).
- The school's Business Continuity Plan will be activated to help restore normality following an incident.

11. Personal Emergency Evacuation Plan (PEEP)

- Where a member of staff, pupil or visitor has a disability which may result in them needing help in evacuating the premises, a PEEP will be put in place.
- The purpose of a PEEP is to enable the school to implement effective arrangements to ensure that everyone can evacuate the building in an emergency, should one arise.



- These plans will ensure that no one is discriminated against, or treated less favourably, in the event of an emergency.

A PEEP will identify the following:

- Any specific needs of the individual
- Responsibilities of staff members
- Specific evacuation routes, where applicable
- Refuge areas
- Any specific evacuation procedure requirements

Where possible, pupils with PEEPs in place will exit the premises using the same route as the rest of their class, unless otherwise stated within their plan.

For pupils with PEEPs in place, the school will also ensure that personal emergency response plans are made for all other security and safety related incidents.

PEEPs will be reviewed on an annual basis in order to ensure that the most up-to-date information is available.

When there is a change in the individual's health, a change of procedure, or an alteration made to the premises, their PEEP will be reviewed and amended to reflect these changes.

The individual, for whom the plan is for, will be consulted at each review, alongside any specified staff members.

12. Fires

- In the event of a fire, the school will invoke the evacuation procedure.
- Under no circumstances will entrances to the school and emergency exits be blocked or obstructed.
- Emergency lighting will be installed and appropriately used where necessary.
- It is the responsibility of the site manager to ensure that exits are clearly marked.
- The site manager will be responsible for ensuring every room is equipped with the necessary fire safety equipment.
- All staff members will act as 'fire wardens' in the event of a fire.
- The headteacher will delegate the role of designated fire warden. This individual will undergo extra training and will take a lead role in the evacuation of the building.
- If an evacuation procedure, or similar, is implemented due to the risk of a fire, these events will be recorded in the Evacuation Record Log.
- The school's Business Continuity Plan will be activated to help restore normality following an incident.



13. Bomb threats

- In the event of the school or a nearby area receiving a bomb threat, the headteacher will decide which procedure to use by taking into consideration which poses the least risk.
- The school will act in accordance with the Bomb Threat Policy in order to ensure the welfare of pupils, staff members and visitors.
- The school will immediately contact the emergency services after receiving a threat and will carefully follow their instructions.
- The emergency services will still be contacted if the threat is believed to be a hoax.
- The school's Business Continuity Plan will be activated to help restore normality following an incident.

14. Communication with parents

- Arrangements and information regarding the school's invacuation, lockdown and evacuation procedures will be routinely shared on the school's website.
- In the event of any of the procedures taking place due to a real emergency, parents will be informed of any developments as soon as is practicable.
- Parents will be informed not to ring or come to the school as this could interfere with the work of the emergency services and may result in putting themselves and others in danger.
- The school will contact parents when it is safe for them to collect their child.
- Whilst talking to parents, it is important for the school to reassure them that they understand their concern for their child's welfare, and that the school is doing everything possible to ensure the safety and wellbeing of all pupils.

Actions following incidents

The school's plans will be amended appropriately to consider the emotional and mental impact on pupils, parents and staff members following an incident. The school will also consider introducing a strategy that monitors pupils and staff who are primarily affected by the incident.

The school will conduct post-incident evaluations and hold a full debrief where feedback is obtained from all the key people involved. The school will use these post-incident actions to inform what measures need to be taken to support victims and learn from anything that could have been improved should such an incident occur again.

In time, the school will also hold debriefing sessions with neighbouring schools, settings, business, the local community and the police.

Following an occurrence necessitating the implementation of an emergency procedure, the following actions will be taken:

- A follow-up talk with staff members and pupils will be delivered by the headteacher
- Support will be sought where necessary, for example, from counselling services



- Parents and other stakeholders will be informed via email.
- The response to the crisis will be evaluated and procedures amended where necessary
- The school's Business Continuity Plan will be activated to help restore normality following an incident

15. Conducting practises

Practises of each emergency procedure will be conducted at least annually. Before a practise takes place, parents will be informed that this is happening.

During a practise, all pupils and staff will be expected to follow the relevant procedure. Any issues or concerns that arise from the practise will be considered by the headteacher and health and safety coordinate and changes will be made to procedures if necessary.

16. Monitoring and review

All of the procedures outlined in this policy will be tested at least annually.

This policy will be reviewed on an annual basis, or sooner if statutory guidance is released before the review date. The next scheduled review date is **January 2026.**

This policy will also be reviewed and evaluated following any incidents which required it to be activated.

The review will be conducted by the health and safety coordinator, in collaboration with the headteacher and the governing board.



Personal Emergency Evacuation Plan (PEEP)

PEEP for a pupil at Park Road Academy Primary School

This section is to be completed by the **headteacher**. If the individual has classes in more than one building, it may be necessary to prepare a separate PEEP for each building.

Name: _____

Form and year group: _____

Building: _____

Awareness of procedure

_____ is informed of a fire evacuation by: (please tick relevant box)

Existing alarm system Visual alarm system
Pager device Other (please specify) _____

Designated assistance

The following people have been appointed to give assistance to **Kerry Hart** in the event of an emergency:

Name of designated person: _____

Contact details of designated person: _____

Name of designated person: _____

Contact details of designated person: _____

Name of designated person: _____

Contact details of designated person: _____

Methods of assistance (e.g. transfer procedures, methods of guidance)



Equipment provided (including means of communication)

Personal evacuation procedure (a step-by-step breakdown from the first alarm sound)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Reviews

name: _____

signature: _____

Date: _____

Individual's name: _____

Individual's signature: _____

Date: _____