



Gaywood Primary School

Emergency Evacuation Procedure Policy

Reviewed by: Governing Body

Approved: July 2026

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Fire Evacuation

- All staff, pupils and visitors must evacuate immediately.
- The senior person on site will check the fire panel and investigate if safe.
- The school secretary will call 999 if required.

Evacuation Procedure

- Pupils leave in single file via the nearest exit.
- The last person leaves the classroom and closes the door.
- Staff escort pupils to the assembly points:
 - **EYFS / KS1 playground**
 - **KS2 playground**
- Pupils line up in register order with their class.
- Registers and the visitors' log are taken outside by the school secretary/office manager.
- Staff report missing persons immediately.
- No one may re-enter the building until authorised.
- If the building cannot be reoccupied, pupils will relocate to St Martha's Primary School.

Evacuation of People with Additional Needs

- **Mobility Impairment**
 - Assist individuals to the nearest exit.
 - A member of staff will provide support where required.
- **Visual Impairment**
 - Guide individuals by allowing them to take the helper's arm.
- **Hearing Impairment**
 - Escort individuals from the building.

Bomb Threats

- Inform the Headteacher or senior member of staff immediately.
- Contact the police for advice.
- If evacuation is required, follow the standard evacuation procedure.
- Pupils may be relocated to St Martha's Primary School.

Gas Leaks

If you suspect a gas leak:

- Open doors and windows.
- Inform the Headteacher or senior member of staff.
- Turn off gas appliances if safe.
- If evacuation is required, follow the standard evacuation procedure.
- Call National Grid on 0800 111 999 if necessary.

Chemical Spills

- Identify the substance if safe and trained to do so.
- Ventilate the area if appropriate.
- For severe spills, follow the standard evacuation procedure.
- Contact emergency services where necessary.
- **External Chemical Spill:**
 - Keep everyone inside the building.
 - Close doors and windows and switch off fans and air conditioning.
 - Do not smoke.