



NID DYSG HEB FOES

Ysgol Brynhyfryd

Emergency Evacuation Procedure

Updated: September 2023
Review Date: September 2024



Introduction

The Emergency Evacuation Procedures should be followed in the event of a Low-Level Localised Incident, or as the **Person In Charge** deems necessary. See below for details on Low-Level Localised Incident:

Low-Level Localised Incident

Disruptive to routine but not an immediate threat to life or well-being.

Incidents that can be dealt with locally and may, at most, require a limited closure of the school and includes limited disruption without involving risk to the well-being of individuals.

Some support from the Local Authority (LA) or other agencies may be necessary, and some incidents may require formal notification to the LA.

Examples:

- Severe weather problems
- Services – power, gas, water cut off
- Failed heating system
- Flooding or other weather damage
- Fallen trees
- Minor earthquake tremor
- Water leak
- Notifiable infectious outbreak.

The purpose of the Emergency Evacuation Procedure is to ensure that all pupils/students leave the school premises with parental consent, safely, calmly and efficiently.

Guidelines for Senior Leadership Team:



Ensure that you have read and understood the procedures and your responsibilities.

In the event of a Low-Level Localised Incident, or where deemed necessary, the following procedure will be carried out:

1. The Head Teacher will make the decision that the school Emergency Evacuation Procedure is to be initiated.
2. The Head Teacher will contact the Senior Leadership Team (SLT) via phone / radio / email to gather in the Control Room (Head Teacher's Office).
3. If necessary, SLT will instruct the Head Teacher's PA to make arrangements with Denbighshire County Council School Transport.
5. The Business & Finance Manager will instruct the Caretaking Team via radio to set-up the school hall if necessary (as per the below diagram).
6. The Head Teacher along with SLT will email all staff informing them of the Low-Level Localised Incident and that the school will begin the Emergency Evacuation Procedure. The email will include any specific details and instructions for staff to follow.
7. The Head Teacher will instruct their PA to issue a statement to parents/guardians, either via the school website, email or text messages (Call Parents).
8. SLT should immediately make their way to their designated areas, and assist with the supervision and dismissal of pupils/students;
 - **Main Reception** – Mr Trefor Jones
 - **School Hall** – Mrs Juliet Peters
 - **Exit Door 1** – Mrs Gwawr Jones
 - **Exit Door 2** – Mrs Ceri Ranson
 - **School Canteen** – SBM

Guidelines for Teachers:

Ensure that you have read and understood the procedures and your responsibilities.

In the event of a Low-Level Localised Incident, or where deemed necessary, the following procedure will be carried out:

1. An email from the Head Teacher / SLT will inform staff of the Low-Level Localised Incident and that the school will begin the Emergency Evacuation Procedure. The email will include any specific details and instructions for staff to follow.
3. SLT will instruct available staff to distribute registers to all Classrooms.
4. The Teacher should give verbal instructions, and any necessary information from SLT (received via email), to pupils/students to enable those with a mobile phone to contact a parent/guardian via phonecall or text.
5. The Teacher may talk to the parent/guardian, explaining briefly the situation and gaining permission for the pupil/student to go home.
6. Once permission has been granted for the pupil/student to go home, the method of transport must be identified;
 - Walking – **(W)**
 - Collection – **(C)**
 - School Transport – **(ST)** *only if applicable*
7. Teachers are to mark a ✓ by pupils/students' name on the register to show parental consent has been granted, along with method of transport (**W**, **C** or **ST**).
8. Any pupils/students whose parents/guardians cannot be contacted, or who have not given consent, must be marked with an ✕ next to their name on the register.
9. Teachers are to stay in their classroom with all pupils/students until parents \ carers arrive at the school.
10. Once the majority of pupils have been collected Teachers will then be requested to escort all pupils/students in their Classroom, to the designated area in the school hall.

ALL Teachers are responsible for their registers - and should keep pupils in their classrooms until parents arrive to collect or parental consent to walk home is received.

When consent has been received, pupils may then be released for collection etc.

11. In the classroom, staff should log the following:



- **School Transport (ST)** - Teachers should instruct all pupils/students with parental consent (✓) to make their way to the school canteen.
- **Walking (W)** - Teachers can dismiss all pupils/students with parental consent (✓) via Reception where their departure will be logged.
- **Collection (C)** - Teachers can dismiss all pupils/students whose parents have arrived, to the School Hall.

12. Once Teachers have dismissed the walkers and school transport pupils/students, they must hand the completed register to the Assistant Heads of Year. Teachers will continue to supervise the pupils/students in the hall - with an ✕.

Guidelines for Assistant Heads of Year:

Ensure that you have read and understood the procedures and your responsibilities.

In the event of a Low-Level Localised Incident, or where deemed necessary, the following procedure will be carried out:

1. An email from the Head Teacher / SLT will inform staff of the localised incident and that the school will begin the Emergency Evacuation Procedure. The email will include any specific details and instructions for staff to follow.
2. SLT will instruct available staff to distribute pre-printed registers to all Classrooms – from folders available in reception.
3. Assistant Heads of Year should then make their way to the designated area in the school hall with a pen, highlighter and paper
4. Assistant Heads of Year will receive completed registers from all relevant Teachers, and will clearly highlight and list all pupils/students who were marked with an ✕ on class registers.
5. Assistant Heads of Year will begin the process of contacting all parents/guardians who were uncontactable or who had not given consent with the assistance of all other available staff. In doing so, confirming individual transport arrangements (**W**, **C** or **ST**).
6. When parents/guardians have been successfully contacted, Assistant Heads of Year will return to the school hall and dismiss pupils/students as above i.e Walkers (Reception), Collection (Hall), School Transport (**School Canteen**).
7. If a parent/guardian is not contactable, this should be highlighted to SLT. Efforts should be made to continue to contact parents/guardians.



Emergency Evacuation - School Hall Layout

Door 1

Door 2

STAGE

Assistant Heads of Year

Pupils Seating Area