

EMERGENCY EVACUATION PLAN SUMMARY 2020/21

Signals	
Signal for fire evacuation	Continuous fire alarm bell.
Signal for bomb alert/major incident	<p>Runners will be sent round with a 'Code Red' card to indicate lockdown. Teachers should close all windows and doors. All children should be seated on the floor. Teachers should ensure they have their first aid bag ready in case of evacuation. This should contain all emergency medication e.g. inhalers. Teachers should await further instructions. The fire bell may then be rung to evacuate.</p> <p>During break or lunch time a bell will be rung and children lined up and taken to class. A 'Code Red' card will be taken to the staff room.</p>
Signal for all-clear	<p>Alarm silenced for fire or runner will be sent round for a code red.</p> <p>The Headteacher will take advice from the police before returning to the premises after a bomb or major incident, and will advise staff when it is safe to do so.</p>

Assembly points - fire evacuation	
Fire evacuation assembly point A	Back playground
Fire evacuation assembly point B	Wildern School Field
Fire evacuation assembly point C	Greta Park, Lower Northam Road, Hedge End
Fire evacuation assembly point – inside site D	Berrywood School hall

Assembly points - bomb evacuation – seek Police advice	
Bomb evacuation assembly point A	Register on Back Playground - Wildern School field
Bomb evacuation assembly point B	Register on Back Playground - then evacuate to: Greta Park, Lower Northam Road, Hedge End
Bomb evacuation assembly point – inside site	Register on Back Playground - Berrywood School hall

Ref'	Initial response - Evacuation	Tick / sign / time
E1	For fire evacuation, follow agree fire evacuation procedure.	
E2	For bomb threats, person receiving call to hold up 'Code Red' alert cards to notify other staff that an incident is in progress.	
E3	Person receiving the call will ask appropriate questions to gain information (Appendix 9).	
E4	One member of admin staff will notify a member of the LMT.	

E5	One member of admin staff will call Police to notify them that a bomb threat has been received. Inform Police there is a secondary school (2,300 pupils) and theatre (400 possible visitors) on site.	
E6	One member of admin staff will call Wildern (01489 783473) to notify them that a bomb threat has been received.	
E7	Once an evacuation point has been agreed, staff should take on their Fire Warden roles, calmly clearing the building then making their way to the agreed assembly point.	
E8	Staff and children should evacuate calmly, following the normal evacuation procedure and making their way to the previously notified evacuation point.	

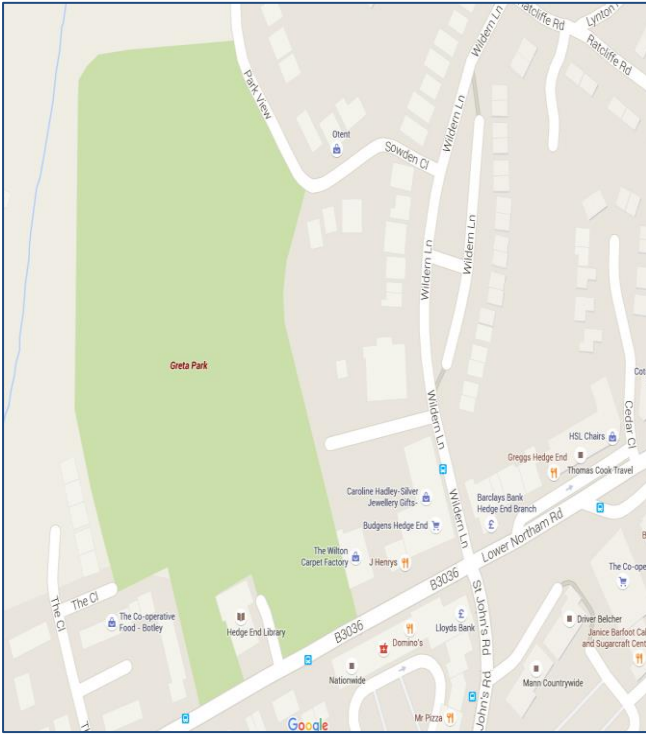
If the school has been evacuated and pupils are not able to return to school (or go home) it may be possible to relocate temporarily to another building (e.g. buddy school or place of safety).

Pre-identified buddy school / place of safety / rest centre

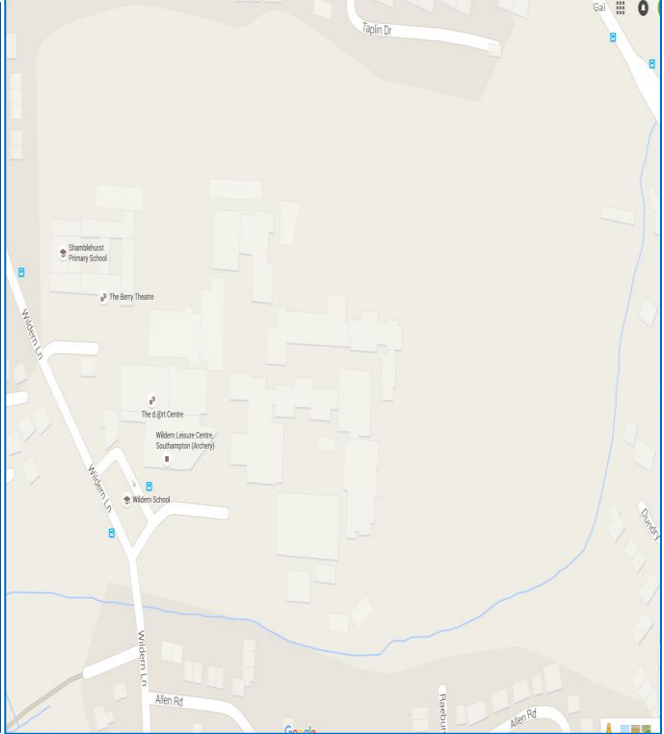
Name of premise	A. Wildern School (01489 783473) B. Greta Park C. Berrywood School (01489 780068)
Type of premise	A. Secondary school B. Public Park C. Primary School
Contact name and details of key holder(s)	
Address	Wildern Lane, Hedge End, Southampton SO30 4EJ
Directions / map	
Estimated travel time (walking, with pupils)	A. 5 minutes B. 10mins C. 10mins
Estimated travel time (by coach, with pupils)	n/a
Capacity	
Capacity (sleeping)	
Facilities / resources	
Notes	

BOMB EVACUATION POINT A - WILDERN SCHOOL FIELD
BOMB EVACUATION POINT B – GRETA PARK
BOMB EVACUATION POINT - INDOOR SITE- BERRYWOOD SCHOOL HALL

B



A



INDOOR SITE- C

