



HOLY TRINITY C of E PRIMARY SCHOOL

Emergency Procedures Policy September 2023

1 year period covered by the plan:
1st September 2023 – 1st September 2024

Plan agreed: September 2021

Plan Review: September 2024

Lead member of staff: Avis Hawkins / Arabella Davies

- All teachers to ensure safety and evacuation of their class. As they proceed to evacuation area they maintain control and ensure all their children are accounted for and are clear of the building.
- Staff in staffroom/ upstairs, on hearing alarm, proceed to the nearest fire exit and assist in evacuation of children.
- Drills to be held once every half-term and teachers to remind children of emergency procedures every half-term.
- At playtimes / lunchtimes staff on duty line children up and lead children to assembly point.
- Emergency refuge for the Sedding Street building will be Cadogan Gardens assembly hall
- Emergency refuge for the Cadogan Gardens building will be Sedding Street lower playground (until Sedding hall is reinstated)
- Emergency refuge for Holy Trinity School staff and pupils: Marlborough School, Draycott Avenue (entrance in Denyer Street), London, SW3 2NA

When a fire is discovered: -

Procedure for Cadogan Gardens

Mrs Sheahan (or anyone covering the office) is responsible for calling fire brigade. Mrs Sheahan to dress in HV jacket and print off visitor sheet and take a full copy of children's details, the telephone and leave the building via double doors to playground. Securing entry points during evacuation from the pavement outside. In her absence whoever is based in the Reception area takes on this responsibility.

Mrs Saadnia is responsible for checking toilets then to follow the class and close doors behind them.

- Reception TA is responsible for checking the ground floor Rec toilets.
- Y1 TA is responsible for checking Y1/2 toilets
- Y6 TA is responsible for checking Breakout room, staff room and Y6 toilet
- Class teachers to lead children to assembly points
- Class teachers to supervise children at all times and to register pupils using the Emergency Class List
- Teachers call out the child's first name, the children reply yes
- Mrs Hawkins, Miss Edgeworth and Mrs Davies have overall responsibility; receive information that everyone is present and informs Mrs Sheahan who directs fire brigade as necessary.

Procedure for Sedding Street

Miss Walden (or anyone covering the office) is responsible for calling fire brigade. Miss Walden to dress in HV jacket and print off a visitor list and full copy of children's details and leave the building. Securing entry points during evacuation from the pavement outside. In her absence, whoever is based in the office takes on this responsibility.

Ms. Cayol is responsible for checking basement hall and kitchen, if absent then Mrs Smart covers

Miss Diahian is responsible for checking the bottom playground and lower toilets, if absent then Mrs Smart covers

Mrs Phillips is responsible for checking the roof playground and upper toilets, on Mondays and if absent then Mrs Huda to cover Mrs Phillips

- Class teachers to lead children to assembly points.
- Class teachers to supervise children at all times and to register pupils using the Emergency Class List.
- Mrs Hawkins / Miss Edgeworth and Mrs Davies have overall responsibility, receive information that everyone is present and directs fire brigade as necessary.
- Mrs Hawkins/ Miss Edgeworth and Mrs Davies will assess the effectiveness of the drill and review procedures with all staff.
- All teachers to ensure the safety and evacuation of their class. As they proceed to the evacuation area, they maintain control and ensure all their children are accounted for and are clear of the building.
- Staff in hall / upstairs, on hearing alarm, proceed to the nearest fire exit and assist in evacuation of children.
- Drills to be held once every half-term and teachers to remind children of emergency procedures every half-term.
- At playtimes / lunchtimes staff on duty line children up and lead children to assembly point.
- The emergency refuge for Holy Trinity School staff and pupils; Marlborough School, Draycott Avenue (entrance in Denyer Street), London, SW3 2NA (see maps attached)

In an emergency:

TOP PLAYGROUND

Leave playground through metal gate, go downstairs into bottom playground. Leave playground by metal fire exit gate, lead the children in a line by/alongside the wall and when safe from traffic exit the gate on the left hand side. Gate released by pressing knob on box in front of gate. Turn right into Sedding Street and right again into Sloane Terrace. Assemble the children along Sloane Terrace as far as Wilbraham House.

BOTTOM PLAYGROUND

Leave playground by metal fire exit gate, lead the children in a line by/alongside the wall and when safe from traffic exit the gate on the left hand side gate released by pressing knob on box in front of gate. Turn right into Sedding Street and right again into Sloane Terrace. Assemble the children along Sloane Terrace as far as Wilbraham House.

HALL

Leave hall through front fire exit, turn right into Sedding Street and right again into Sloane Terrace. Assemble the children along Sloane Terrace as far as Wilbraham House

If fire exit is blocked -

Leave hall through rear fire exit and leave playground by metal fire exit gate, turn right and leave drive by gate on left hand side. Gate released by pressing knob on box in front of gate. Turn right into Sedding Street and right again into Sloane Terrace. Assemble the children along Sloane Terrace as far as Wilbraham House.

THE LAB

Leave library through the door and into the playground, turn left and exit through the metal gate.

Turn right into drive, leave drive by gate on left hand side. Gate released by pressing knob on box in front of gate. Turn right into Sedding Street and right again into Sloane Terrace. Assemble the children along Sloane Terrace as far as Wilbraham House.

If exit blocked: leave library and exit through the main school building and out through the main door.

Turn right into Sedding Street and right again into Sloane Terrace. Assemble the children along Sloane Terrace as far as Wilbraham House.

In an emergency: CADOGAN GARDENS

RECEPTION CLASS

Leave unit via the fire exit and through the playground door. Turn right out of playground double gates, lead the children along the wall one behind the other. Children must touch the wall with their fingers as they walk to keep them close to the wall and together then turn right at next corner onto Cadogan Gardens. Line up and assemble (back to railings) between houses No.5 - No.11.

If first exit is blocked- go through quiet room, across hall and out via the main entrance / exit point.

Please add a list of children who are at risk during evacuation procedures of getting to safety due to behaviour, emotional & social or SEN needs

Name:

YEAR 1

Leave classroom via the fire exit, turn left and leave building through main entrance/exit. Lead the children along the wall one behind the other. Children must touch the wall with their fingers as they walk to keep them close to the wall and together then turn right at next corner onto Cadogan Gardens. Line up and assemble (back to railings) between houses No.5 - No.11.

HOLY TRINITY C of E SCHOOL - FIRE EVACUATION PROCEDURES

If first exit is blocked- turn right out of classroom and go through Year 1 Class onto Pavillion Road, turn right onto Cadogan Gardens.

Please add a list of children who are at risk during evacuation procedures of getting to safety due to behaviour, emotional & social or SEN needs

Name:

YEAR 2

Leave classroom via the fire exit, turn left and leave building through main entrance/exit. Lead the children along the wall one behind the other. Children must touch the wall with their fingers as they walk to keep them close to the wall and together then turn right at next corner onto Cadogan Gardens. Line up and assemble (back to railings) between houses No.5 - No.11.

If first exit is blocked- turn right out of classroom and go through Year 1 Class onto Pavillion Road, turn right onto Cadogan Gardens.

Please add a list of children who are at risk during evacuation procedures of getting to safety due to behaviour, emotional & social or SEN needs

Name:

YEAR 6

Leave the classroom and turn right through the door and down the staircase. Turn right again at the bottom of the staircase and walk across the playground to the double exit gates. Assemble in a line on the left of the double gates. Follow nursery out of the double gates if last to assemble (otherwise exit first). Lead the children along the wall one behind the other. Children must touch the wall with their fingers as they walk to keep them close to the wall and together then turn right at next corner onto Cadogan Gardens. Line up and assemble (back to railings) between houses No.5 - No.11.

If exit is blocked use the roof fire escape. Teacher goes first down the ladder. Classroom assistant guides each child down the ladder to the teacher. Children line up next to exit

gate to the right of the ladder escape. Press the green button to exit. 1st adult wearing high visibility jacket opens the fire doors and stands on the corner of the pavement (next to slope) in order to guide children to the paved area. 2nd adult has named vulnerable children and leads the class along the pavement. The 1st adult then joins the line after at the back as the last child has exited. Line up and assemble (Back to railings) between houses No.5 - No. 11.

Name:

CADOGAN GARDENS HALL

If children are in the hall they line up and leave the hall via the nearest playground exit door. Continue across the playground and leave through the double metal gates. Children must touch the wall with their fingers as they walk to keep them close to the wall and turn right and right again at next corner onto Cadogan Gardens. Line up and assemble (back to railings) between houses No.5 - No.11.

In an emergency: SEDDING STREET

YEAR 3

Leave classroom, turn left and leave building through front door. Turn right into Sedding Street and right again into Sloane Terrace. Assemble the children along Sloane Terrace as far as Wilbraham House.

If exit blocked: turn right into lower playground. Leave playground by fire exit gate and turn right into drive, leave drive by gate on left hand side. Gate released by pressing knob on box in front of gate. Turn right into Sedding Street and right again into Sloane Terrace. Assemble the children along Sloane Terrace as far as Wilbraham House.

Please add a list of children who are at risk during evacuation procedures of getting to safety due to behaviour, emotional & social or SEN needs

Name:

YEAR 4

Leave classroom, turn right into the lower playground and exit through the metal gate. Gate released by pressing knob on box in front of gate. Leave playground by fire exit gate and turn right into drive, leave drive by gate on left hand side. Gate released by pressing knob on box in front of gate. Turn right into Sedding Street and right again into Sloane Terrace. Assemble the children along Sloane Terrace as far as Wilbraham House.

If exit blocked: turn left and leave building through front door. Turn right into Sedding Street and right again into Sloane Terrace. Assemble the children along Sloane Terrace as far as Wilbraham House.

Please add a list of children who are at risk during evacuation procedures of getting to safety due to behaviour, emotional & social or SEN needs

Name:

YEAR 5

Leave classroom, go down stairs and leave building through front main door. Turn right into Sedding Street and right again into Sloane Terrace. Assemble the children along Sloane Terrace as far as Wilbraham House.

If exit blocked: leave classroom, turn right and leave building through fire exit. Go down fire exit metal stairs into lower playground. Leave playground by fire exit gate and turn right into drive, leave drive by gate on left hand side. Gate released by pressing knob on box in front of gate. Turn right into Sedding Street and right again into Sloane Terrace. Assemble the children along Sloane Terrace as far as Wilbraham House.

Please add a list of children who are at risk during evacuation procedures of getting to safety due to behaviour, emotional & social or SEN needs

Name:

READING ROOM

Leave room, go down stairs and leave building through front main door. Turn right into Sedding Street and right again into Sloane Terrace. Assemble the children along Sloane Terrace as far as Wilbraham House.

If exit blocked: leave classroom, turn right and leave building through fire exit. Go down fire exit metal stairs into lower playground. Leave playground by fire exit gate and turn right into drive, leave drive by gate on left hand side. Gate released by pressing knob on box in front of gate. Turn right into Sedding Street and right again into Sloane Terrace. Assemble the children along Sloane Terrace as far as Wilbraham House.

MUSIC ROOM

Leave room, go down stairs and leave building through front main door. Turn right into Sedding Street and right again into Sloane Terrace. Assemble the children along Sloane Terrace as far as Wilbraham House.

If exit blocked: leave classroom, turn right and leave building through fire exit. Go down fire exit metal stairs into lower playground. Leave playground by fire exit gate and turn right into drive, leave drive by gate on left hand side. Gate released by pressing knob on box in front of gate. Turn right into Sedding Street and right again into Sloane Terrace. Assemble the children along Sloane Terrace as far as Wilbraham House.

IT ROOM

Leave classroom, go down stairs and leave building through front main door. Turn right into Sedding Street and right again into Sloane Terrace. Assemble the children along Sloane Terrace as far as Wilbraham House.

If exit blocked: leave classroom, turn right and leave building through fire exit. Go down fire exit metal stairs into lower playground. Leave playground by fire exit gate and turn right into drive, leave drive by gate on left hand side. Gate released by pressing knob on box in front of gate. Turn right into Sedding Street and right again into Sloane Terrace. Assemble the children along Sloane Terrace as far as Wilbraham House.