



Dalestorth Primary Evacuation Procedure

Evacuation Procedure

This will take place in the event of a fire alarm indicating that all children and staff need to line up in their designated places as per a fire/other emergency. FS1, 2 and KS1 on the KS1 playground and Years 3 -6 in the Key Stage 2 Playground.

1.	The sound of the fire alarm will indicate that all staff and children need to follow the fire drill as per the Fire Emergency Procedure. Registers will be taken on to the playground by office staff as well as the signing in book for staff & visitors in order that everyone can be accounted for.	
2.	All staff will need to keep their children calm and lined up in their designated areas. On the signal of 'Continuous whistle blasts' staff and children will Evacuate. A teacher responsible for an Emergency GRAB BAG will take the EMERGENCY KEYS from it and go to open the field gate. FS & KS1 children will evacuate up the path and along to the field gate. KS2 children will go up onto the KS2 field and around to the field gate. All children and staff will be assembled on the park. One or all of the teachers will have a mobile phone with them to keep in contact with the HT/Senior Leader who will remain on school premises. If no mobile phone, the Head Teacher/Senior Leader will wave their arms in a cross motion above their head to signify full evacuation.	
3.	On indication from the Head Teacher/Senior Leader the next evacuation destination if necessary will be Forest Glade Primary School. The Head Teacher/Senior Leader will ring the school to indicate that an emergency is taking place. The route for all children will be to turn right out of Hill Crescent Park, walk up Hill Crescent turning left at the end and then right onto Mansfield Road. The Evacuation will be led by the Deputy Head/Senior Leader. One or more of the teachers will keep in contact with the Head Teacher/Senior Leader via mobile phone if possible.	
4.	The evacuation will mean that the children will be picked up by their parents from Forest Glade Primary School. This will be organised by the senior leader in charge of the children and staff at the school and in consultation with the Head teacher from Forest Glade and Dalestorth Primary.	