



Emergency Response Plan - Appendix 10

Emergency arrangements for other services using the school site

Should there be a need to evacuate the building while an outside organisation is using one of the school sites (outside of school hours), the following evacuation plan should be adhered to:

- The outside organisation staff should lead the attendees out of the building via the nearest exit to the assembly point.
- On the Lower Site the assembly point is by the boundary fence with School Path.
- On the Upper Site the assembly point is the main playground.
- If assembly points are required to be further away from the building, children should be taken to the other site. The usual route between sites is along the school path to Gales Drive when going to Upper Site, along school path and into main playground when going to Lower Site. In the event of the school path being inaccessible, children should leave/enter the Lower Site via the Orchard playground. The route would be Lower Site car park, Gales Place, Crossways, Gales Drive and vice versa if coming from the Upper Site.
- Designated member of staff will check toilets.
- Designated member of staff will call emergency services and contact the Headteacher or Deputy Headteacher (see numbers below).
- Designated member of staff will use their attendee registers for roll call at the assembly point.
- Designated member of staff will ensure all members of staff and visitors are accounted for.
- Headteacher/Deputy Headteacher will contact local Premises Officer/member of staff to unlock playground gate for emergency services access.

Trudy Emberson (HT) - 01403 731165, Mobile 07585 112379
Matt Andrews (DHT) - 01403 785998, Mobile 07432 479713
Laura Roberts (DHT) - 01342 718690, Mobile 07740 192779

Notes should be contemporaneous or made as soon as reasonably practicable after the incident (that is, within 24 hours). They must be clear, intelligible and accurate.

A copy of this appendix will be given to all outside organisations using the school buildings outside of normal school hours.