



Low Ash Primary School Evacuation Procedure

- 1.1. The school will carry out evacuation drills for emergency situations, such as a fire, at least once a term in order to ensure pupils and staff members fully understand what is involved in the procedure and that it is implemented effectively.
- 1.2. In an emergency, the school's fire evacuation procedure will be implemented with the priority of getting everyone out of the school safely and calling the emergency services (see separate Fire Procedure document).
- 1.3. All staff members will have a copy of the fire procedure and clear instructions regarding the fire evacuation procedure will be displayed in every classroom.
- 1.4. New staff members will be advised of fire evacuation procedures as part of their induction training.
- 1.5. Depending on the situation, secondary evacuation points are either located at Highcroft Youth Centre (Highcroft Centre, Snowden Road, Shipley, BD18 1JD) or on the field next door to school.
- 1.6. The secondary evacuation points will be used in the event that the primary evacuation points on the school site are not safe.
- 1.7. The School Business Manager will call the emergency services on 999 as soon as the alarm is raised and they have safely exited the building.
- 1.8. The Site Manager will provide the emergency services with information such as the location of gas shut off valves and on-site chemicals.
- 1.9. If required, parents will be contacted in order to collect their children. This will be done using the school's text message service.
- 1.10. All evacuations will be recorded using the Evacuation Record Log (See Emergency Plan).
- 1.11. The school's Emergency Continuity Plan will be activated to help restore normality following an incident.

Beth Medhurst
Headteacher

8th October 2025