



## **Emergency Evacuation Policy**

The purpose of this emergency evacuation policy is to ensure the safety and well-being of all individuals within the premises of The Anchor SENDfriendly Centre during emergency situations that require immediate evacuation. This policy provides guidelines and procedures to facilitate a swift and organised evacuation process, minimize the risk of injuries or harm, and protect the lives of all TAS children and members of staff.

This policy applies to all individuals present within the organisation, including students, staff members, visitors, and any other occupants.

Emergency Evacuation Procedures:

- a) **Emergency Alarm System:** The organisation should have a reliable emergency alarm system in place to alert everyone of an emergency requiring evacuation. The alarm system should be regularly maintained and tested to ensure its functionality.
- b) **Evacuation Routes:** Clear evacuation routes should be established and prominently displayed throughout the centre, indicating the nearest exits and assembly points. These routes should be regularly inspected to ensure they are unobstructed and easily accessible.
- c) **Emergency Exits:** All emergency exits should be clearly marked and easily opened from the inside. They should always be kept clear of any obstructions.
- d) **Emergency Lighting:** In the event of power failure, emergency lighting should be available to illuminate the evacuation routes and exits.
- e) **Evacuation Plan:** Each child at TAS has a **Personalised Emergency Evacuation Plan** (PEEP) in their folders that have been seen and signed by relevant members of staff.
- f) **Emergency Communication:** Adequate communication systems should be in place to relay information to all occupants during an emergency. This may include two-way radios, or other means of communication.
- g) **Accountability and Attendance:** A system should be established to track the evacuation progress and ensure that all individuals are accounted for at the designated assembly points. This can include roll call procedures or the use of electronic attendance systems.



h) Special Needs and Assistance: Consideration should be given to individuals with special needs or mobility limitations. The evacuation plan should include provisions to provide necessary assistance and accommodations for such individuals. Please refer to the child's Personalised Emergency Evacuation Plan (PEEP)

i) Emergency Drills and Training: Regular emergency evacuation drills should be conducted to familiarise children and staff with the evacuation procedures and ensure their effectiveness. Staff members should receive training on their roles and responsibilities during evacuations, including specific protocols for different types of emergencies.

j) Evacuation Equipment and Supplies: Adequate emergency equipment and supplies, such as fire extinguishers, first aid kits, and emergency evacuation kits, should be readily available and regularly maintained.

k) Post-Evacuation Procedures: Clear procedures should be established to account for all individuals after evacuation, provide any necessary medical attention, and communicate with parents, guardians, or emergency contacts.

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