



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) **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.
- f) **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.
- g) **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.
- h) **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.
- i) **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.



j) 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.

TAS Fire Evacuation Plumstead

Alarm: The alarm systems are checked regularly to ensure they are working correctly.

Registers: Registers are printed once all the children are in, however, as we have part time children, we have a system in place where the registers stay online and can be accessed via a tablet.

Admin updates the registers on the online system ARBOR. This is for all students. Upon the sound of the alarm there is a designated tablet which is taken by Admin to the Fire Evacuation Assembly Point.

All staff and visitors are registered on our Inventory System – this is also accessed via the tablet which is taken by Admin to the Fire Evacuation Assembly Point.

Evacuation Exits: we have 3 emergency exits in our building; the main entrance, the side fire exit and the back playground door. Staff and children are to use the nearest exit to them.

Fire Marshalls: There are designated Fire Marshalls that work on site who support with guiding the children and the staff.

Nursery Evacuation: Nurseries have an evacuation trolley to support them with evacuating children who are unable to walk confidently yet. This is to ensure a swift and safe exit of the building.

Fire Evacuation Assembly Point: All staff and children go to the Assembly Point, which is located, and sign posted to the back left hand side of the car park. Staff stand with their children and float staff, or staff not allocated to a child support where needed to keep the children safe.

Registers: The Tablet is taken outside by Admin where all the Emergency Evacuation Registers can be accessed and taken.

If this is a planned drill, then emergency services are not called. All staff and children are accounted for and everyone can re-enter the building.

If this is not a planned drill then the premises manager will check the site and ensure it is safe to do so before turning off the alarm. If needed the emergency services are called to manage the situation.

TAS Fire Evacuation Lewisham

Alarm: The alarm systems are checked regularly to ensure they are working correctly.

Registers: Registers are printed once all the children are in, however, as we have part time children, we have a system in place where the registers stay online and can be accessed via a tablet.

Admin updates the registers on the online system ARBOR. This is for all students. Upon the sound of the alarm there is a designated tablet which is taken by Admin to the Fire Evacuation Assembly Point.

All staff and visitors are registered on our Inventory System – this is also accessed via the tablet which is taken by Admin to the Fire Evacuation Assembly Point.



Evacuation Exits: We have 3 exits at the back of the building. One leading from upstairs down and 2 leading straight to the car park on the ground floor. We have 1 exit at the side of the building, and we have 2 exits at the front of the building which leads to the main road.

Fire Marshalls: There are designated Fire Marshalls that work on site who support with guiding the children and the staff.

Nursery Evacuation: Nursery have an evacuation trolley to support them with evacuating children who are unable to walk confidently yet. This is to ensure a swift and safe exit of the building.

Fire Evacuation Assembly Point: All staff and children go to the Assembly Point, which is located in the outside area of the building next door. Staff and children are to walk either round the building and across the front to the open space from the back exit. Or if they leave via the front exit they are to turn left and walk to the outside space.

Registers: The Tablet is taken outside by Admin where all the Emergency Evacuation Registers can be accessed and taken.

If this is a planned drill, then emergency services are not called. All staff and children are accounted for and everyone can re-enter the building.

If this is not a planned drill then the premises manager will check the site and ensure it is safe to do so before turning off the alarm. If needed the emergency services are called to manage the situation.

Written by: SLT	Date: September 2023
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