Glamorgan School

Emergency Evacuation Procedures Policy

Rationale:

In the event of an emergency, it is important for all staff to be aware of emergency evacuation procedures. For the safety of all personnel at Glamorgan School these procedures must be followed where possible.

Purpose:

1. To ensure emergency evacuation systems and procedures are firmly in place.
2. To ensure that all staff are aware of the procedures.
3. To undertake regular evacuation drills for the whole school, including any visitors.

Guidelines:

1 Emergency Evacuation procedures for Fire are fully outlined in the Fire Emergency Management Manual.
2 Guidelines for Emergency procedures other than a fire are attached to this policy.
3 Emergency Evacuation procedures are displayed in each room by an exit point.
4 The Building Assistance Register for people with disabilities will be kept at the front office.
5 Staff will be informed of correct procedures for an emergency evacuation through staff meetings, a copy of the written policy, and procedures displayed in their classrooms.
6 Trial evacuations will be held once per term. It is compulsory for all people on site to comply with procedures.

Date: _____

Signed: _____

Review Date: _____