



EMERGENCY EVACUATION PLAN	
Staff responsibilities	
Headteacher	<p>In the event of Terror Attack the Headteacher will contacts relevant Emergency Services and/or Utility Companies.</p> <p>Anti-Terrorist Hotline on 0800 789 321. Police: 999</p> <p>Headteacher will advise Admin Team to contact classes this will be by phones, Radios and email.</p> <p>Using the code word 'ACT'</p>
Other staff members	<ul style="list-style-type: none"> • Teachers and support staff: stay with pupils • Site manager: ensure all access points are secured
Signals	
Lockdown signal(s)	<p>Headteacher will advise Admin Team to contact classes this will be by phones, Radios and email.</p> <p>Using the code word 'ACT'</p>
All clear signal	<p>Headteacher will advise Admin Team to contact classes this will be by phones, Radios and email.</p> <p>Using the code word 'All Clear'</p>
Evacuation signal	<p>Headteacher will advise Admin Team to contact classes this will be by phones, Radios and email.</p> <p>Using the code word 'Leave'</p>
Lockdown/Evacuation	
Run	<p>Run</p> <ul style="list-style-type: none"> • Escape if you can • Think about the route that you are taking if it is not safe, HIDE • Insist others come with you, but do not stay behind if they refuse. • Leave all belongings behind. <p>Emergency Evacuation in the event of a full evacuation of the school being required there is 1 assembly point (Fire, Bomb, Terrorism) for staff and pupils. However, during a Terrorist or Bomb threat evacuation the Police may recommend that all personnel are moved further away from the school.</p>



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POLICY FOLDER: OPTIONS AUTISM & LD – BASTON HOUSE SCHOOL

	<p>During a Terrorist instance the Headteacher assisted by the Senior Management Team and Administration Manager should direct everyone to the Evacuation point</p> <ul style="list-style-type: none"> Baston House School, Evacuation Point – School Field <p>Immediate return to the school may be decided by the emergency services then there are two agreed refuge points for staff and pupils.</p> <ul style="list-style-type: none"> The first and closest refuge site is:- The Pavilion, Baston House School The second refuge site which may be required if access to the first site is prohibited, this may be provided by the emergency service.
Hide	<p>Hide</p> <ul style="list-style-type: none"> If you can't run hide Find cover (bullets can go through glass, brick, wood and metal, but not substantial brick work like in the Main School) Don't look for the attacker if you can see them, they can see you. Silence your phone and turn off vibrate Lock or barricade yourself in. Move away from the door. Be aware of your exits.
Tell	<p>Tell</p> <ul style="list-style-type: none"> All staff should be prepared to call 999. Location – where are the attackers? Direction – where did you last see the attackers? Description – Describe the attacker, numbers, features, weapons, clothing etc Further information – Casualties, type of injuries, building information, entrances, hostages If safe, stop other people entering the building.
Communication with Stakeholders	<p>Previously prepared list of all contact numbers (including home numbers) of all staff, SEN officers in different LAS and Ofsted, etc.</p> <p>Key contacts are informed of events and what actions are being taken.</p>
Additional notes	<p>Any PEEPS will be considered accordingly.</p>



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Checklist			
Step	Check	Time	Signed
Use signal to initiate lockdown			
Ensure pupils are inside			
Secure entrance points			
Contact emergency services			
Ensure staff take action to increase protection from danger .			
Make sure pupils and staff are aware of exit points			
If safe, check for missing pupils or staff			
Remain inside until all clear has been given or told to evacuate			