



Emergency Evacuations Policy

September 2019

A handwritten signature in black ink, which appears to read 'H. Cullen', is positioned above the printed name.

Signed:
Helen Cullen
Headteacher

Emergency Evacuations Policy

1. All Students and Staff

- a) **Day** – Within 5 school days of the start of the Autumn term, there will be a practice evacuation involving all staff and students. Registers will be taken to identify those not in attendance. Unless there has been an unplanned evacuation, drills must be arranged once per term. For any staff or students that miss two consecutive evacuations (planned or unplanned), individual instruction will be given by the Head of Year (for students) and line manager (for staff).
- b) **Boarding** – A practice evacuation must take place within the first week of the Autumn term. Registers must be taken to identify those not in attendance. The practice drill must be repeated every evening until all staff and students have taken part in a drill. Subsequent practice evacuations must be arranged half-terminly if no unplanned evacuation has taken place. For any staff or students that miss two consecutive evacuations (planned or unplanned), individual instruction will be given by a houseparent (for students) or by the Boarding Manager (for staff).

2. New Staff Only

As part of their induction, new staff will be walked down to the Coombe Hack meeting point by the HR Assistant and the evacuation procedure will be explained to them.

3. New Students Only

- a) **Day** – All new students that join the school after the start of the Autumn term will be given individual instruction by their Tutor or by their Head of Year, so that they are aware what they must do in case of an evacuation. These students must take part in a practice evacuation within one term of joining the school. Both the individual instruction, followed by the drill, must be confirmed to the Business Manager by email.
- b) **Boarding** – In addition to the in-school arrangements in 3a) above, boarding students must be given individual instruction by a member of housestaff within 24 hours of joining a boarding house. They must take part in a drill within the first two weeks of joining the boarding house. This arrangement applies to all new boarding students and also to existing boarders changing house. Both the individual instruction, followed by the drill must be confirmed to the Business Manager by email.