

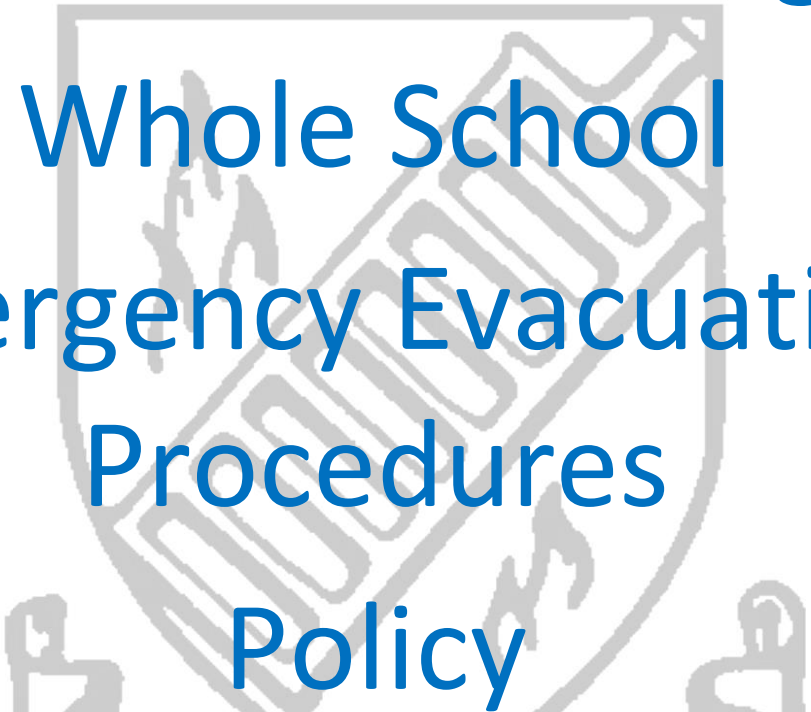
St Lawrence College

Whole School

Emergency Evacuation

Procedures

Policy



All drills are to be treated with complete authenticity in every detail

Our school is one community, united in our respect for each other, tolerant of differences and proud of our diversity, honest and positive about our learning and behaviour every day.

Issued: 2016

Most recent review 2021

PROCEDURES IN THE CASE OF EMERGENCY

TABLE OF CONTENTS

- A. General Points
- B. Before an Evacuation
- C. During an Evacuation
- D. Once Outside after Evacuating
- E. Additional Notes for Potential Scenarios

IMPORTANT NOTE TO STAFF:

It is the responsibility of all staff to familiarise themselves with the content of this policy and ensure that they are ready to act upon its directions in the case of drills or real needs, to evacuate the school buildings and account for the full presence of all pupils and staff present in school at that time.

It is recommended that all staff keep a copy of this policy in their diaries and agendas as well as in their classrooms and take the time to remind themselves of the procedures within, with particular attention to their own roles in the procedure.

A. GENERAL POINTS

A1. LOCATIONS

THE WHOLE SCHOOL ASSEMBLY POINT IS THE SPACE BETWEEN THE SWIMMING POOL AND THE BUS PARKING AREA.

Junior School will first assemble in the red area to ensure everyone is present and accounted for. Then they will make their way to the whole school assembly point.

PUPILS ARE TO ASSEMBLE IN YEAR GROUP LINES FROM JUNIOR SCHOOL TOWARDS SENIOR SCHOOL/SWIMMING POOL. PUPILS SHOULD ASSEMBLE WITH EYFS CLOSEST TO ADMIN, AND THE ELDEST PUPILS – YEARS 12 AND 13 – CLOSEST TO THE GYM – AS PRACTISED IN DRILLS

A2. EARTHQUAKE

Once tremors are felt, adults should shout “Earthquake!” All staff and pupils should drop to the ground and get under the nearest table or desk and remain there on hands and knees until the tremors have stopped. Once the tremors end, everyone should evacuate the building as directed below.

A3. FIRE

In the case of a fire alarm being sounded, the administrators of that building must alert other buildings of need to evacuate. Administrators are: ADMIN Receptionists (ADMIN), Junior School Secretary (Junior School), Senior School Secretary (Senior School), Head of P.E. (Gym).

B. BEFORE AN EVACUATION

B1. Teachers must inform all pupils who enter that classroom for lessons, of the procedure for leaving the room in an emergency. This should be done in the first lesson of each term. Any new pupils who join that class should be told of the procedure during their first lesson.

B2. Teachers should ensure that any external door is unlocked at any time children are in their room.

B3. Teachers should ensure the presence, clear visibility and maintenance of the emergency procedures notice on the inside of the main classroom door, drawing their pupils' attention to its presence.

B4. Senior School teachers who are also form teachers should have their class register at hand at all times in their classroom, ready for swift retrieval upon the order to evacuate.

C. DURING AN EVACUATION

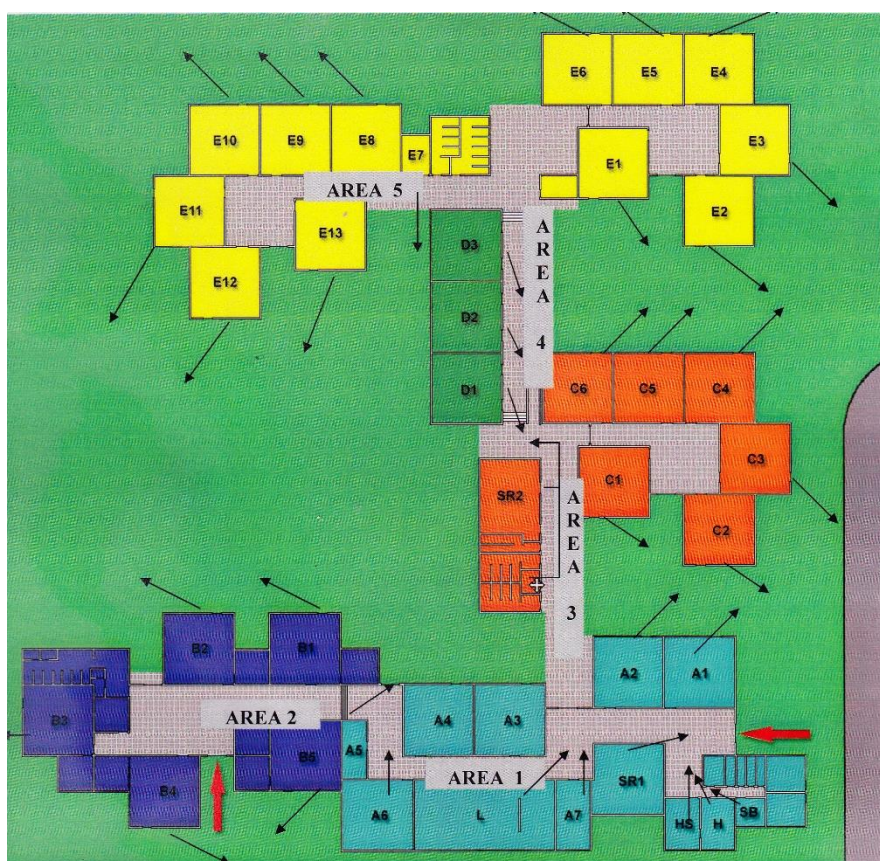
C1. All individuals should leave their personal belongings and make their way out of the room they are in and then the entire school building *AS DIRECTED ON THE UNIQUE INFORMATION NOTICE ON THE DOOR OF THE ROOM THEY ARE IN.*

C2. Evacuation will be by the quickest route out of the room/toilets/hallway/classroom and building. In classrooms with an external door – this will be the exit. In classrooms with no external door, the exit will be through the corridor and outside at the nearest exit. The information will be posted on the door of each classroom along with an explanation of how pupils make their way from that room to the whole school meeting point.

C3. In every case of evacuation, the last person to leave the room must be the adult class teacher, who has the responsibility to ensure the room is empty as they leave it. They should take their class register with them and leave **all doors** to the classroom **open**.

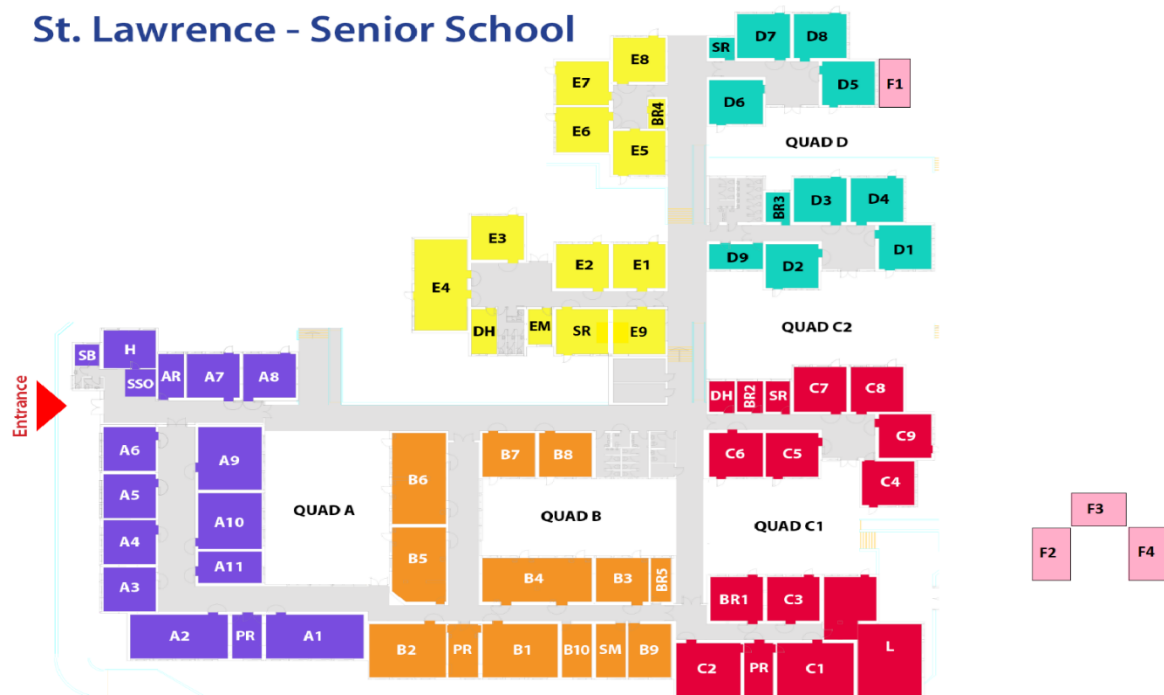
C4. Non-teaching rooms such as staff rooms, staff toilets, pupil toilets etc. should be confirmed empty once the evacuation is underway by the following, before they leave the building:

St Lawrence College Junior School plan



- | | |
|------------------------------------|---------------------|
| • Junior School A Block | Shona Good |
| • Junior School B Block | Caroline Economides |
| • Junior School C/D Block | Suzanna Diplas |
| • Junior School E Block | Toni Rickard |
| • <i>Glass Art</i> annexes F Block | school nurse |

St. Lawrence - Senior School



- Senior School A Block Phil Holden
- Senior School B Block Phil Holden
- Senior School C Block Fleur Meritt
- Senior School D Block Victoria Walters
- Senior School E/F Block Victoria Walters
- Senior School G Block Russell Courts
- Administration Dimitris Karakostas
- Canteen Despina Panayiotopoulou
- Swimming Pool complex Pavlos Antonakoglou
- Indoor Gym / Outdoor courts Maria Kalara
- Bus Drivers Annex Stamatis Stamoulakis

D. ONCE OUTSIDE AFTER EVACUATING

D1. Upon assembling at the whole school meeting point, form teachers/class teachers check the presence of their pupils.

Junior school class teachers **MUST** notify the following of any absences and also if there are no absences.

- a. **EYFS:** Caroline Economides who informs Shona Good
- b. **Key Stage 1 Rec.& Y1-2:** Suzanna Diplas who informs Shona Good
- c. **Key Stage 2 Y3-6 & E.A.L.:** Toni Rickard who informs Shona Good

Form teachers in the senior school should stand at the head of their form line ready to respond to checking by their Assistant Head / Head of Year.

- d. **Year 7:** Form teachers will be checked by
Katerina Perraki who informs Victoria Walters
- e. **Year 8:** Form teachers will be checked by
Monika Bogdan who informs Victoria Walters
- f. **Year 9:** Form teachers will be checked by
Annie Loveday who informs Victoria Walters
- g. **Key Stage 4 Y10-11:** Form teachers will be
checked by Fotis Tzellos who informs Victoria Walters
- h. **Key Stage 5 Y12-13:** Form teachers will be
checked by Russell Courts who informs Fleur Meritt

All adults and others on site.

- i. **Junior school teaching staff:**
JS Secretary who informs Shona Good
- j. **Senior School teaching staff:**
SS Secretary who informs Phil Holden
- k. **Non-teaching staff:**
Dimitris Karakostas
- l. **Visitors to school:**
Main gate security who informs Phil Holden

D2. It is the responsibility of these to present the Headmaster with a list of any missing pupils, absent from the whole school assembly. At that point the Headmaster (Phil Holden), Junior School Head (Shona Good), the Managing Director (Kiki Karakostas) and School Business Manager (Dimitris Karakostas) will decide upon appropriate action.

This may include re-entering that part of the school where the child may be, informing security, liaising with the child's teacher at that hour or telephoning the child's home.

D3. Those senior school teachers who are not form teachers, and those Junior School teachers who are non-class teachers, should make themselves actively available to Phil Holden (senior school teachers) and Shona Good (junior school teachers) at the whole school assembly area. They should find Mr Holden or Ms Good and say words to the effect of “I am available – is there anything you need me to do or anyone you need me to cover for?” in case there is an absent colleague, or a need has sprung up for quick action in another area.

D4. The school Business Manager, Dimitris Karakostas, will contact the appropriate emergency services.

D5. No pupils will return into the school, nor leave the whole school assembly point until the all-clear is delivered by the Headmaster, Phil Holden.

E. ADDITIONAL NOTES FOR POTENTIAL SCENARIOS

E1. If the emergency evacuation occurs during a break or lunchtime, all teachers should act whether on duty or not. Teachers must locate their registers, confirm their classroom is empty then work alongside their colleagues on duty to ensure that pupils do not enter the building but go from the outside quickly and calmly to the whole school assembly point.

E2. If the emergency evacuation happens during a swimming lesson, all staff present must ensure all pupils are out of the water and then staff should retrieve swimming towel/bathrobes from the changing rooms and when all pupils are covered they should move to the whole school meeting area.

E3. If teachers are teaching junior school pupils in the senior school or in the sports facilities, it remains the teachers’ responsibility to accompany those children to the whole school assembly point without entering a building unnecessarily nor returning to the junior school first. Those pupils will be united with their class teacher at the whole school assembly point.

E4. If senior school form teachers are in the junior school at the time of an evacuation, they must ensure their junior school class is correctly evacuated to the red area, then proceed to the whole school assembly point to take up their duty as a form teacher.

E5. If senior school pupils are in the junior school at the time of an evacuation, they must accompany that teacher/nurse to the whole school assembly point and join their form/class

On display in each room, the following evacuation notices:

ROOM

.....

IN AN EMERGENCY **EVACUATION**

1. LEAVE YOUR BELONGINGS
AND
2. LEAVE THIS ROOM BY

.....

.....

.....

EARTHQUAKE

1. DROP TO THE GROUND
2. GET UNDER A TABLE OR DESK
3. STAY ON HANDS & KNEES

When the tremors stop, and only when your teacher tells you:

1. Leave the room as directed
2. Do not run
3. Leave your belongings
4. Meet at the whole school assembly point
(between the bus parking area and the swimming pool)
5. Look for your form teacher, line up –
behave and keep quiet!
6. Do not return to the buildings or leave
the assembly point until instructed to do
so.