



Highland Games

Emergency Evacuation Procedure (Off-Site)

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APPENDICES

“Action to be Taken on Receipt of a Bomb Threat”

1. Policy

This policy provides guidelines for evacuating all staff and children off-site in the event of a fire, gas leak, bomb threat or any other incident where the school will need to evacuate off the premises entirely. In the case of HG being attendant on rented premises the Director will be conversant with the specific evacuation procedures for each site in addition to HG standard operating procedures.

2. Guidance

All reports of a threat or suspected threat, from whatever source, must be immediately reported to the Director on 07977098487. The Director will then contact the Manager and his Critical Incident Management Team in order to start cascading information.

Any intimation, no matter how vague, that an explosive device has been placed in the premises must be regarded as a threat until investigation and subsequent proof otherwise.

Any person discovering a suspicious package on the HG premises, or receiving what they perceive to be a suspicious package, must inform the Director immediately.

Under no circumstances must any attempt be made by the individual discovering or receiving the package to open that package.

For bomb threats made by telephone, staff should follow the procedure laid out in Appendix 1, "Action to be Taken on Receipt of a Bomb Threat"

3. Action To Be Taken By The director

The Director shall immediately notify the HG Fire Wardens and shall also inform the Emergency Services of the details of the threat. Any Estates Managers or Bursars of rented premises must also be informed.

The Director will have an emergency kit readily available to ensure that off-site evacuation procedure goes smoothly – the kit will contain high viz vests, torches, megaphone, radio, first aid kit. Another kit containing plans of the premises will be made available so that Emergency Services can have uninterrupted access throughout the school's buildings. Once a decision has been made to evacuate the site, the Director will activate the evacuation sounder. (Air Horn)

4. Procedure

- *The relevant Fire Warden for each group to ensure their room is empty and all children and staff to line up as they would for a fire drill. A roll call should be held at the assembly point, to ensure the premises are empty. **NB: bags should be left unless they are with the children at the time of the evacuation***
- *Two members of HG staff are to don high visibility jackets, collect emergency evacuation kit and megaphone and make their way to the designated safe evacuation area*
- *Two members of HG staff are to go to main entrance to meet emergency services and ensure safe access/egress*
- *When staff and students are gathered at the assembly point, they are advised (by the Director using a loud hailer) of what has happened and what they are required to do (i.e. stay where they are, move to a safer location, re-enter the building on a given signal, etc.)*
- *Two HG staff will remain on site in order to meet with Emergency Services and to prevent people from (re)entering the site until it is safe to do so.*
- *When the emergency situation has been adequately dealt with and upon advice of the police, all alarms are silenced the Director will be contacted by mobile phone so that children can come back to the premises.*
- *A plan for the evacuation of everyone on site should be rehearsed at least once a year. Staff should know where the assembly point is located and should also be responsible for the evacuation of their visitors.*

- *Visitors and employees should not be allowed back onto the site until the Emergency Services have given the all-clear.*

5. Designation of Responsibility

To be agreed.

Need to add in clear guide on who does what, when and how parents will be informed, etc.