



Gillshill Pelican Pre-school

Evacuation Policy

Gillshill Pelican Pre-School believe that the health and safety of children is of paramount importance. The purpose of this policy is to ensure that any emergency situation can be dealt with in a pre-planned and organised manner.

All staff must be fully briefed on the procedures to be followed.

Should there be a requirement to evacuate our pre-school building due to a full site evacuation all staff are to follow the procedures below.

Possible reasons for a full site evacuation

Any information, no matter how vague, that an explosive device has been placed on the school site must be regarded as a threat until investigation and subsequent events prove to the contrary. The threat may be by:

- Telephone
- The police
- The press
- Other third party
- By letter/electronic means or the physical presence of a suspect letter, parcel or object.

Good communications with other schools on and around the site is essential.

Contact telephone numbers-

Gillshill Primary School – 781002

Cavendish Primary School – 374675

Neasden Primary School – 791169 (to inform them of our potential evacuation to their site)

Malet Lambert School – 374211

If Pelicans received the information we would immediately **contact the police** and follow their advice.

We would inform the above schools.

When the children are in a safe place - **Neasden Primary School** -we would contact:

Parent/carers – Contact details/ parentmail

Karen Rourke – 07890545832

Ofsted – 03001231231

Immediate evacuation of the site

If any member of staff receiving a warning of the possibility of a bomb on the school premises must alert the manager who will assess the information and inform all members of staff.

Action to be taken:

The person in charge will ring the emergency services.

The bomb assembly point is Neasden School.

Staff to calmly gather the children together and leave the building as quickly and safely as possible through the main cloakroom door to the assembly point behind the garage. If it was not safe to use this exit we would leave by fire exit door and assemble near the Horsa unit.

All children would be given a high visibility vest to put on.

Key persons to take charge of their children.

Manager/Deputy would collect the signing in sheet, children's contact details file, children's medication and a mobile phone.

Manager/Deputy would check that the room, toilets and garden are clear.

Room leader would call a register to ensure all children /staff are accounted for before leaving the site.

Group would leave by the Gillshill Road gates and walk to Neasden Primary School.

The parents would be contacted to come to collect their child.

We would remain in close contact with the police and the schools regarding when it would be safe to return to Pelicans.

When the all clear is given we would record the evacuation and evaluate any positive and negative points for future action. We would contact the parents explaining the reasons for the full site evacuation.