



Emergency Evacuation and School Closure Policy

Policy Reviewed by:	Hayley Richardson-Byrne / Suzy Hollett
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Policy Verified by:	Senior Management Team
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Key Personnel	
Proprietor	Sara Llewellyn
Designated Safeguarding Lead (DSL)	Suzy Hollett
Deputy Headteacher	Natalie Lovelock
HR Manager	Hayley Richardson Byrne
Business Manager	Sophie Illingworth
IT Manager	Jamie Martin
Teaching Staff	Joe Ross Ryan Colvin

1. Policy Statement

At Maple Haven School, the safety and wellbeing of pupils, staff, visitors and contractors is our highest priority.

As a specialist independent SEND school, we recognise that many of our pupils require additional support during emergency situations due to communication needs, autism, learning disabilities, sensory processing differences, medical needs, physical disabilities and emotional regulation needs.

We are committed to ensuring that emergency evacuation procedures are clear, effective and designed to meet the individual needs of every pupil. Through careful planning, staff training and individual Personal Emergency Evacuation Plans (PEEPs), we aim to ensure that all members of the school community can be evacuated safely during an emergency.

Further information about Maple Haven School can be found at www.maplehaven.school.

2. Purpose

This policy aims to:

- Protect the safety and welfare of all pupils, staff and visitors.
- Ensure clear procedures are in place for emergency evacuation.
- Ensure the school can respond effectively to emergency situations.
- Support the safe evacuation of pupils with SEND and medical needs.
- Ensure staff understand their responsibilities during emergencies.
- Maintain effective communication with parents and carers.
- Minimise disruption following emergency incidents.
- Comply with health and safety and fire safety requirements.

3. Circumstances Requiring Evacuation or Emergency Closure

Although Maple Haven will make every effort to remain open, there may be exceptional circumstances where evacuation or school closure becomes necessary.

These may include:

- Fire.
- Smoke or suspected fire.
- Gas leak.
- Bomb threat or security incident.
- Serious weather conditions.
- Flooding.
- Heating system failure.
- Burst water pipes.
- Structural concerns.
- Serious accident or medical emergency.
- Death of a pupil or member of staff.
- Assault involving a pupil, staff member or visitor.
- Public health emergencies.
- Utility failures affecting the safe operation of the school.

In all circumstances, the safety of pupils and staff will take priority.

4. Emergency Evacuation Principles

During any evacuation, staff will:

- Remain calm.
- Follow established procedures.
- Prioritise safety.
- Provide reassurance to pupils.
- Take account of individual SEND and medical needs.
- Follow Personal Emergency Evacuation Plans (PEEPs).
- Ensure pupils remain appropriately supervised at all times.
- Maintain effective communication with emergency services.

No person should place themselves at unnecessary risk.

5. Personal Emergency Evacuation Plans (PEEPs)

Maple Haven recognises that many pupils require individualised evacuation arrangements.

Every pupil will have a Personal Emergency Evacuation Plan (PEEP) where required. These plans will consider:

- Communication needs.
- Physical disabilities.
- Mobility requirements.
- Medical needs.
- Sensory needs.
- Emotional regulation needs.
- Support required during evacuation.
- Emergency equipment requirements.

PEEPs will be:

- Reviewed regularly.
- Shared with relevant staff.
- Stored within pupil files.
- Available within classrooms.
- Accessible to senior staff during an emergency.

6. Roles and Responsibilities

Proprietor

Sara Llewellyn is responsible for:

- Providing strategic oversight of emergency planning and evacuation procedures.
- Ensuring appropriate emergency policies and procedures are in place.
- Ensuring compliance with fire safety and health and safety legislation.
- Ensuring adequate resources are available to support safe evacuation.
- Reviewing serious incidents and emergency responses.
- Monitoring the effectiveness of evacuation procedures.
- Ensuring staff receive appropriate training.
- Ensuring emergency planning reflects the needs of pupils with SEND.
- Supporting business continuity and emergency closure arrangements.
- Ensuring the welfare of pupils and staff remains the priority during emergencies.

Deputy Headteacher and Curriculum Lead

Natalie Lovelock is responsible for:

- Supporting implementation of evacuation procedures across the school.
- Coordinating operational responses during emergencies when required.
- Supporting staff during evacuations.
- Assisting with pupil accountability procedures.
- Reviewing lessons learned following drills or incidents.

- Supporting emergency planning arrangements.
- Ensuring educational continuity following emergencies where appropriate.

Designated Safeguarding Lead (DSL)

Suzy Hollett is responsible for:

- Ensuring safeguarding remains central during emergency situations.
- Supporting vulnerable pupils during evacuations.
- Monitoring the welfare of pupils following emergency incidents.
- Supporting communication with families where required.
- Ensuring safeguarding records relating to emergency incidents are maintained appropriately.
- Supporting pupils who may experience anxiety or distress during emergency situations.
- Coordinating support for vulnerable pupils following incidents.

The DSL has appropriate authority, training, time and resources to fulfil these responsibilities effectively.

Business Manager and Operational Lead

Sophie Illingworth is responsible for:

- Managing the day-to-day operational arrangements that support evacuation procedures.
- Maintaining emergency contact information.
- Ensuring visitor records are accessible.
- Supporting communication systems during emergencies.
- Supporting emergency closure procedures.
- Maintaining operational records relating to drills and evacuations.
- Coordinating practical arrangements following a building evacuation.
- Supporting communication with parents and carers regarding closures.

HR Manager

Hayley Richardson Byrne is responsible for:

- Maintaining staff emergency contact information.
- Monitoring emergency and fire safety training records.
- Supporting staff induction relating to emergency procedures.
- Maintaining records of relevant staff training and qualifications.

IT Manager

Jamie Martin is responsible for:

- Supporting communication systems.
- Maintaining technology required for emergency communication.
- Supporting business continuity arrangements.

- Assisting with recovery of critical electronic information following incidents.
- Supporting cyber resilience arrangements where emergency situations affect systems.

Teaching Staff

Including Joe Ross and Ryan Colvin, teaching staff are responsible for:

- Understanding evacuation procedures.
- Maintaining awareness of PEEPs.
- Leading pupils safely during evacuations.
- Maintaining supervision of pupils.
- Taking account of individual SEND and medical needs.
- Supporting pupil wellbeing and emotional regulation during emergencies.
- Reporting concerns immediately.
- Participating in emergency drills and training.

Teaching Assistants

Teaching Assistants are responsible for:

- Supporting pupils during evacuation.
- Following individual PEEPs.
- Assisting pupils who require additional support.
- Ensuring specialist equipment accompanies pupils where required.
- Maintaining supervision and reassurance throughout the evacuation process.

All Staff

All staff are responsible for:

- Familiarising themselves with evacuation procedures.
- Participating in drills and training.
- Following instructions during emergencies.
- Prioritising safety.
- Reporting hazards or concerns promptly.
- Supporting the safe evacuation of pupils, visitors and colleagues.

7. Evacuation Procedures

In the event of an evacuation:

- Emergency services will be contacted if required.
- Staff will escort pupils using the nearest safe exit.
- Personal belongings will not be collected.
- No person will re-enter the building until authorised.
- Pupils, staff and visitors will proceed to the designated assembly point.

- Registers, emergency contact information and visitor records will be taken where safe to do so.
- PEEPs will be followed where appropriate.
- A roll call will be conducted immediately.
- Emergency services will be informed if any person is unaccounted for.

8. Assembly Point Procedures

Once at the assembly point:

- Registers will be checked.
- Pupils, staff and visitors will be accounted for.
- Staff will remain with their allocated pupils.
- Pupil wellbeing will be monitored.
- Further instructions will be provided by the senior member of staff leading the evacuation.
- Pupils will remain supervised at all times.

9. Communication with Parents and Carers

Where evacuation results in school closure or disruption:

- Parents and carers will be informed as soon as practicable.
- Collection arrangements will be communicated clearly.
- Emergency contact information will be used where necessary.
- Pupils will remain supervised until collected by an authorised adult.

If parents or carers cannot be contacted immediately, the school will continue to supervise and support the pupil until appropriate arrangements can be made.

10. Fire Drills and Training

The school will regularly undertake:

- Fire drills.
- Evacuation exercises.
- Emergency response training.
- Reviews of PEEPs.
- Staff induction training.

Drills will be monitored and evaluated to identify any improvements required.

11. Supporting Pupils with SEND During Emergencies

Maple Haven recognises that emergency situations can be particularly challenging for pupils with SEND.

Staff will:

- Use familiar communication methods.
- Provide reassurance and clear instructions.
- Consider sensory sensitivities.

- Follow individual support plans.
- Support emotional regulation.
- Use personalised strategies where required.
- Consider medical and physical needs throughout the evacuation.

Reasonable adjustments will be implemented wherever necessary to ensure the safety of every pupil.

12. Monitoring and Review

The effectiveness of this policy will be monitored through:

- Fire drills.
- Evacuation exercises.
- Incident reviews.
- PEEP reviews.
- Health and safety inspections.
- Staff feedback.
- Safeguarding reviews.
- School improvement activities.

Any lessons learned will be used to improve future emergency planning and response procedures.

13. Related Policies

- Health and Safety Policy
- Fire Safety Policy
- Safeguarding and Child Protection Policy
- Risk Assessment Policy
- First Aid Policy
- Educational Visits Policy
- Supporting Pupils with Medical Conditions Policy
- Attendance Policy
- Business Continuity Policy
- SEND Policy

Maple Haven is committed to ensuring that every pupil, member of staff and visitor can be protected and supported effectively during emergency situations through robust planning, clear procedures and a strong culture of safety.