



Emergency Evacuation and Closure Procedure

Policy Reviewed by:	Suzy Hollett (HR Manager)
Date:	01.08.2026

Policy Verified by:	Sara Llewellyn (School Leader-CEO)
Date:	08.08.2026

Date for Next Review:	01.09.2027
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Maple Haven School will make every effort to keep the school open, but in exceptional circumstances, we may need to close at short notice.

Possible reasons for emergency closure include:

- Serious weather conditions.
- Heating system failure including burst water pipes.
- Fire or bomb scare/explosion.
- Death of a member of staff or child.
- Assault on a staff member or child.
- Serious accident or illness.
- Covid complete lockdown.

In the event of an emergency, our primary concern will be to ensure that pupils, staff, and visitors are kept safe. If it is necessary to evacuate the school, the following steps will be taken:

- If appropriate a member of staff will contact the emergency services.
- All pupils will be escorted from the building to the assembly point using the nearest safe exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- The Senior Leadership Team member will take a phone, the register from the reception desk and parents contacts details (these are kept in the register), and the visitors sign in folder.
- The teaching assistants who work 1:1 with the pupils will take their pupil safely to the designated fire assembly point remembering any emergency equipment that maybe required e.g. suction machine and ventilator.
- Specific arrangements must be made for pupils and staff with physical or cognitive disabilities to
- ensure that they are assisted during evacuation. See Personal Emergency Evacuation Procedures

- (PEEP) which are kept in the medical room and in the pupil's 'grab file' in each class.
- Once at assembly point the register will be taken and ensuring that all pupils, staff and visitors are accounted for.
- If any person is missing from the register, the emergency services will be informed immediately.
- The School Leader or Teacher will contact parents/carers to collect their children.
- All children will be supervised until they are safely collected.
- Once out of the school building and at the assembly point the staff will wait with pupils to be collected.
- If after every attempt, a child's parent or carers cannot be contacted, the school will keep the pupil (s) with them until contact is made.

Personal Emergency Evacuation Procedures

Every pupil at Maple Haven School will have their own Personal Emergency Evacuation Procedure plan, a copy of each will be kept in their own personal folders in their classroom. Teaching staff that are working with each student will be made aware of where these are and given time to review these regularly. A copy of each pupil's PEEP will also be kept with the register in reception so that the School Leader or Senior Staff who is responsible for leading the evacuation is able to access these too.