



# Emergency Evacuation Procedure

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## 1. Purpose and Scope

This Emergency Evacuation Procedure applies to The Hub Educational Services CIC – Shepshed Branch. It sets out the actions required in the event of any emergency requiring the evacuation of the premises, including but not limited to fire, gas leaks, bomb threats, structural failure, or other life-threatening incidents. The aim is to ensure the safe, orderly, and timely evacuation of all students, staff, and visitors.

## 2. Alarm Activation

In the event of an emergency:

- Any person discovering a fire or hazard should immediately activate the nearest manual call point or notify the Site Manager.
- The fire alarm system will sound throughout the buildings to indicate evacuation.
- In non-fire emergencies (e.g. gas leak, bomb threat), the Site Manager or designated person will initiate the evacuation signal or give verbal instructions.

## 3. Immediate Actions (Staff, Students & Visitors)

Upon hearing the evacuation alarm or receiving an evacuation instruction:

- All students, staff, and visitors must stop activities immediately.
- Follow the nearest safe evacuation route as displayed on evacuation maps.
- Do not collect personal belongings.
- Walk calmly; do not run or push.
- Staff must lead students to the assembly point, ensuring their group stays together.
- Visitors must be directed by staff to the assembly point.

#### **4. Evacuation Routes & Exits**

Each building has clearly marked fire exit signs. Escape routes are kept clear at all times. Primary evacuation routes are displayed in each classroom, office, and communal area. Alternative exits are available if primary routes are blocked. Staff should familiarise themselves with all available escape routes.

#### **5. Assembly Point & Roll Call**

The designated assembly point for all evacuations is the car park by the entrance wall. Once at the assembly point:

- Staff will take registers and account for all students in their care.
- The Site Manager or Fire Marshals will account for staff and visitors.
- Any missing persons must be reported immediately to the Site Manager or emergency services.

#### **6. Roles and Responsibilities**

Responsible Person: Site Manager

Fire Marshals: Louisa Golightly, Emily Neale, Scott Brooks, Vanessa Brooks, Claire Pyper

Responsibilities include:

- Sounding the alarm and initiating evacuation where required.
- Supervising evacuation and ensuring all areas are checked.
- Assisting students and visitors.
- Meeting and briefing emergency services.
- Preventing re-entry until the all-clear is given.

All staff are responsible for:

- Leading students along the evacuation route.
- Supervising safe movement and assembly.
- Following instructions from the Site Manager or emergency services.

#### **7. Special Arrangements (PEEPs)**

Any students or staff with disabilities or additional evacuation needs will have an individual Personal Emergency Evacuation Plan (PEEP). PEEPs will outline the specific support and arrangements required to evacuate those individuals safely. Relevant staff must familiarise themselves with PEEPs and their responsibilities. PEEPs are reviewed regularly and kept with the fire safety documentation.

## **8. Liaison with Emergency Services**

The Site Manager or a designated Fire Marshal will meet the emergency services at the main entrance. They will provide building plans, details of the incident, and any information regarding persons unaccounted for.

## **9. All-Clear Procedure**

No person may re-enter the buildings until the Site Manager has received confirmation from the Fire and Rescue Service or other relevant emergency services that it is safe to do so. Once the all-clear is given, staff and students may return to their work areas in an orderly manner.

## **10. Post-Evacuation Actions & Records**

After an evacuation, the Site Manager will:

- Complete a post-evacuation report.
- Review the effectiveness of the evacuation procedure.
- Record any issues, including delays or equipment failures.
- Ensure any necessary follow-up actions or maintenance are carried out.

Records of all evacuations, whether drills or real incidents, will be retained in the fire safety file.