



# HOLTON SLEAFORD

— INDEPENDENT SCHOOL —

## Evacuation Policy and Procedure

### Purpose

This policy outlines the procedures to be followed if any of the Holton Sleaford Independent School sites must be evacuated due to fire, security threat, structural hazard, or any other emergency situation. The objective is to ensure the safe, calm and orderly exit of students, staff and visitors from the premises.

### Scope

This policy applies to all staff, students, visitors, contractors and volunteers on school grounds.

### Responsibility

The Headteacher and Senior Leadership Team (SLT) are responsible for overseeing emergency response procedures.

All staff are responsible for familiarising themselves with the procedures and leading students safely during an evacuation.

The Site Manager is responsible for maintaining alarms, signage, and ensuring emergency exits are unobstructed.

### 1. Types of Evacuation

Fire Evacuation: Initiated by the fire alarm sounding. See separate Fire Policy and Evacuation Plans for the three school sites

Non-Fire Emergency Evacuation: May be initiated verbally or through internal communication systems. See Emergency Evacuation Routes in Appendix A (Westgate House), Appendix B (Ensign House) and Appendix C (The Old Mart).

## 2. Evacuation Initiation

An evacuation may be triggered by activation of the fire alarm in the event of a fire, instruction from the Headteacher or SLT, or direction from emergency services. If the evacuation is not fire related Holton will use a silent alarm, instigated by a message in staff communication groups, stating EVACUATE, EVACUATE, EVACUATE or by word of mouth. When evacuation begins, staff instruct students to stop activity and prepare to leave. Personal belongings must not be collected.

## 3. Evacuation Procedure

1. Staff lead students to the nearest safe exit following posted evacuation routes, these are the same as Fire Exit routes.
2. Students to be asked to walk calmly and quietly.
3. Doors should be closed but not locked.
4. Proceed to the designated Assembly Point, this is outlined on the Fire Safety Plan for each site (see Appendices A-C).
5. Students line up by class when they have reached the Assembly Point.
6. Staff take a register and report any missing persons immediately to the Fire Marshal who as the most senior member of staff on-site will also be the main point of contact in the event of a Fire Alarm or any other Emergency Evacuation. The Fire Marshal will always be the most senior member of staff on site.

## 4. Assembly Points

Assembly points are designated open, safe areas away from buildings. They must remain clear for emergency vehicle access. The Assembly Points are detailed on each sites Emergency Evacuation Plan (see Appendices A-C).

## 5. Communication During Evacuation

Staff should remain with their classes and avoid personal phone use unless necessary for safety. Updates will be provided by SLT or emergency services when safe.

## 6. Re-Entry to the Building

No one may re-enter the building until authorised by the Headteacher, SLT, or emergency services. The 'all clear' signal will be communicated clearly prior to re-entering the building which will be done one class at a time.

## 7. Post-Evacuation Procedures

SLT will review the incident and provide updates to staff. Parents and guardians may be informed when appropriate. Support will be offered to students or staff affected by the incident.

## 8. Training and Drills

Evacuation drills will take place at least twice per year, in addition to this Fire Safety Evacuation drills also take place twice per year. Staff will receive training annually in Evacuation Procedures. New staff must review and acknowledge this policy before starting duties.

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<u>Date sent to Governors</u>		<u>Due for Review</u>
<u>Date approved by Governors</u>		<u>10/11/26</u>

# Appendix A - Westgate House, Sleaford - Evacuation Route

GROUND FLOOR



1<sup>ST</sup> FLOOR



## 2<sup>ND</sup> FLOOR



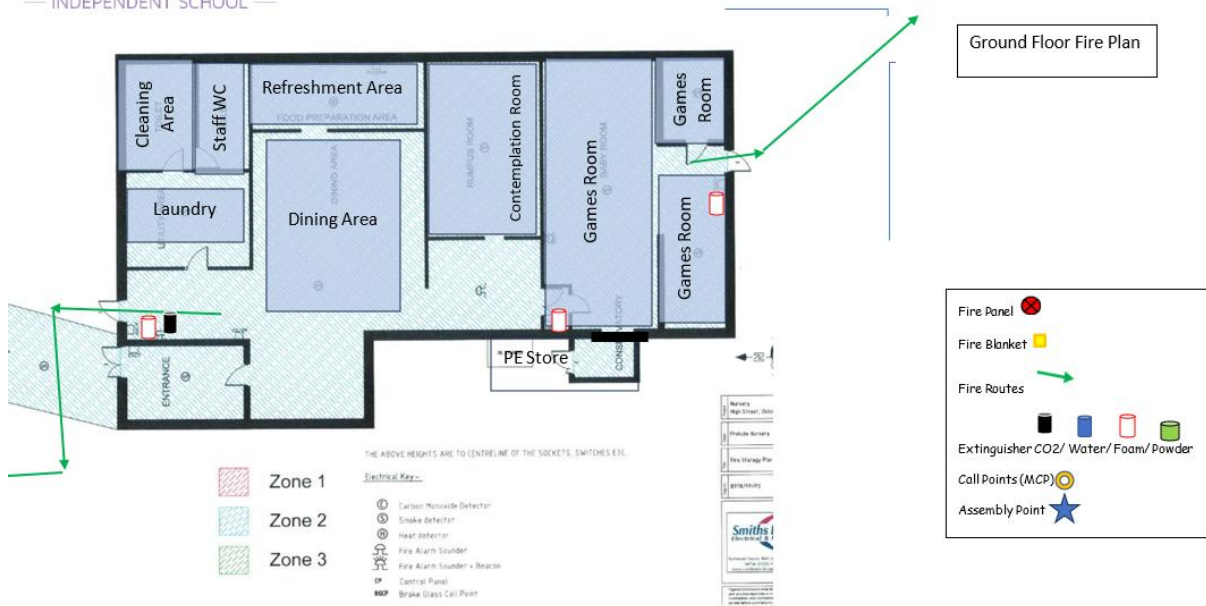
## Appendix B - Ensign House, Osbournby - Evacuation Route

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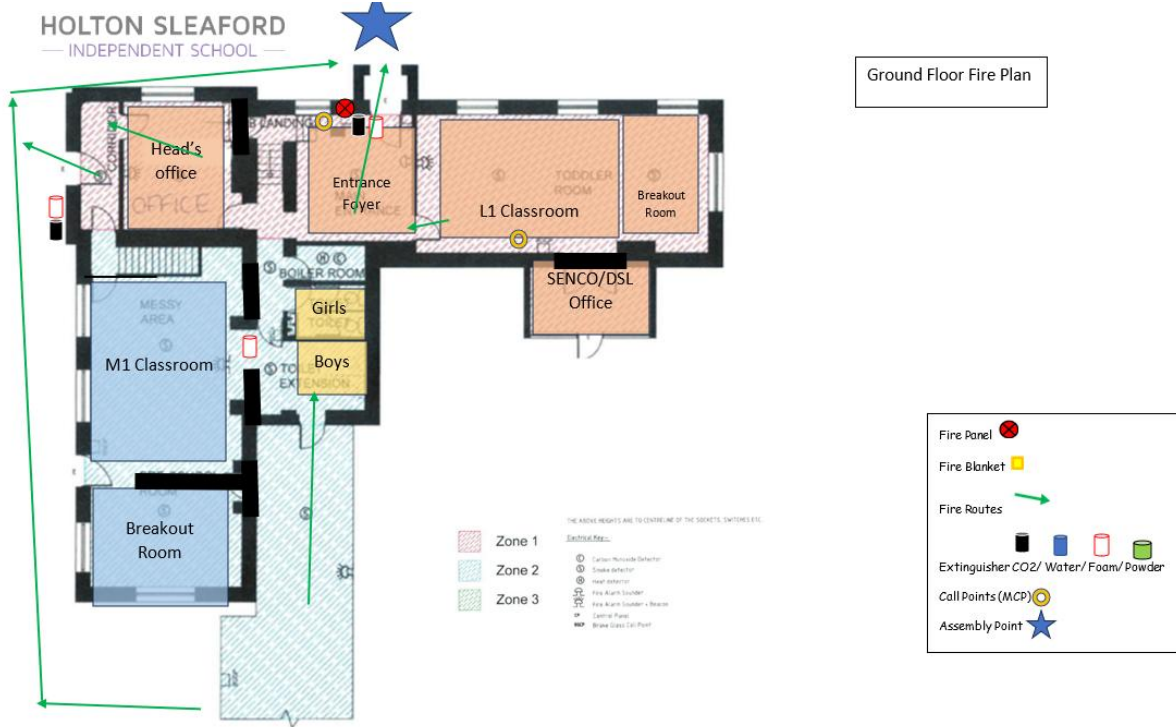
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## Appendix C - Old Mart, Church Lane - Evacuation Route

