

Evacuation Template

If the threat is within the venue (eg fire, gas leak, structural failure etc **but not** bomb alerts (see Bomb Alert template) the responsible person should consider evacuation, but if the threat or incident is outside the venue it may be safer to stay inside.

**Alarm or signal**

|  |  |
| --- | --- |
| **Signal for whole building evacuation** | *Fire Alarm* |
| **Signal for stand down / all-clear** | *Public Address (PA) announcement –*  *[insert message]* |

**Incident Control Officers & Response Team**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Emergency Contact Number** |
| Incident Control Officer |  |  |
| Deputies |  |  |
|  |  |  |
| Communications Officer |  |  |

**Other useful contacts:**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Emergency Contact Number** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Information for emergency services** |
| Include a map and information such as location of gas shut off valves, storage of on-site chemicals, etc |
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**Assembly points**

**1.**

**2.**

**3.**

**Secondary (alternative) assembly point / place of safety**

**(for example, partner school / college / leisure centre) must be pre-arranged**

|  |  |
| --- | --- |
| Name of venue |  |
| Type of venue |  |
| Contact name |  |
| Contact telephone number |  |
| Include useful info such as distance from school, directions, capacity, opening hours | |