

Parkhead Community Primary School



School Policies

Forest Schools **Emergency Evacuation**

Date Reviewed by Staff:	December 2013
Date Reviewed by Governors:	January 2014
Date of Next Review Process:	December 2015

Rationale

It is essential that all children and adults who use the woods are kept safe and aware of the emergency evacuation procedures. It is our utmost aim to ensure that all involved have fun learning experiences in a safe and secure environment.

Procedures

- On the first visit to the woodland with any group of learners the emergency evacuation procedures will be explained and at some point during the session carried out.
- In case of an emergency the whistle will be loudly sounded in the agreed way.
- The FS leader will immediately radio the main school office and inform them of the emergency evacuation.
- On the signal all will make their way immediately to the top of the slope and along to the top of the steps leading down in to the wood.
- Once out of the wood a silent, straight line will be formed so that all can be counted.
- If any are missing the emergency signal will be sounded again.
- In the event of any missing children at possible danger in the woodland the FS leader will make the decision of what to do next.

In the event of a medical emergency...

- Any emergency that may arise, whether in the form of a medical emergency or relating to a piece of equipment that has failed, will be dealt with by the qualified leader
- In the event of anything of a medical nature that is beyond Immediate Temporary Care the school office will be radioed by the FS leader and the casualty will be transferred to hospital and parents informed.
- Whilst waiting for emergency help the FS leader will treat the patient and will send the rest of the group back to school with the supporting adult if the casualty is unable to be moved. An first aid trained adult from school will join the FS leader immediately before the second adult leaves with the children.
- A member of school staff, will take the casualty to hospital/ accompany the casualty in an ambulance

- As full a detail of any incident must be entered in the "Accident Book" on the day of the incident and passed on to the SBM immediately.

Responsibilities of the Children

- To take personal responsibility for their own safety as well as the safety of others and leave the woodland as soon as they hear the emergency signal.
- To listen to and follow safety information given to them.
- To ensure that they inform an adult immediately when they have witnessed an accident.
- To ensure that they inform an adult immediately when they witness anybody behaving in an inappropriate unsafe manner in the woodland.