



Treloweth School & Carn Brea Parish Council

Joint Emergency Evacuation

Operating Procedure

Adopted: 21st September 2017

Last reviewed: 20th October 2022
Minute Number: 22/10/18

Reviewed by Treloweth School on: 24th July 2025

Reviewed and Approved by Full Council: 18th September 2025

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Introduction.

This document sets out the joint arrangements, agreed between Treloweth School and Carn Brea Parish Council, in the event that the School is required to carry out an emergency evacuation of its pupils and staff from the school site to the premises of Carn Brea Parish Council at Treloweth Community Hall.

Carn Brea Parish Council (CBPC) will make Treloweth Community Hall, its toilets, kitchen, open play space, and office facilities available to Treloweth School in the event of such emergency evacuation.

Phases.

We agree there are likely to be 3 phases of activity.

1. The decision by the school to evacuate children and staff to the Community Hall, and the journey between the two sites.
2. The management of the children and staff whilst at the Community Hall.
3. The management of the process by which the children and staff leave the Community Hall.

Phase 1.

The decision to evacuate the children and staff from the school is a decision for the school.

When that decision has been made and the intention is to evacuate to Treloweth Community Hall (TCH) the school will telephone the Parish Office on 01209.313014.

The office is usually open Monday to Thursday 8am to 3.30pm, and 8am – 12:00pm on a Friday.

If there is no answer to the telephone call the school will use the list of telephone numbers of keyholders shown at Appendix A.

The Council will endeavour to ensure two representatives are at TCH to receive the children and school staff.

In the event that a meeting is taking place in the Hall arrangements will be made to prepare the Hall for the arrival of the children and staff.

Phase 2.

Once the children and keyholders are at TCH the Council accepts that the responsibility for their care and safety rests with the school authorities and will co-operate with them to ensure the integrity of the principles of safeguarding.

The Council will endeavour to have two representatives on site whilst the children and staff are present.

The Open Space play area will be made available for the children, and the school acknowledges that it is a public open space, with the necessary need for appropriate supervision.

Male and female toilet facilities are available. A small kitchen is available. A telephone is available for school use within the Parish Office. TCH has two large First Aid Kits on site.

Phase 3.

Depending on the circumstances which required the original school evacuation the decision for everyone to leave TCH will create two possible options, either 'back to school' or 'collection by parents / guardians.

CBPC accepts that it is the school's decision as to which of these options will apply. The Council will assist the school whichever option is followed.

The representatives of CBPC will remain on site until everyone from Treloweth School has been able to leave safely.

Future Planning.

In order to ensure our joint arrangements are sound and remain current we agree that they should be reviewed

- a. every 12 months, and
- b. after being put into use, either by way of dry-run or in reality.

Lessons learned from b. above will inform our future joint plan and keep it sound.