

#### **4.12 Migration Plan**

- a) In certain circumstances, it may be necessary to vacate the site and relocate pupils and staff to an alternative location for safety reasons, for example, during bad weather, or in the event of smoke from a nearby fire making the assembly areas untenable.
- b) The school will develop reciprocal arrangements with other nearby schools and suitable organisations to provide options for safe havens to which the school could migrate in an emergency. The locations to be close by to enable migration on foot along safe routes, available during school hours, and to provide suitable and safe accommodation.
- c) There will be more than one safe haven preferably in different directions from the school to allow for migration in more than one direction.
- d) The designated safe havens are: (insert details here)
- e) Because migration may not be without hazards e.g. very young children crossing roads, the situation will be subject of a risk assessment by the Headteacher, and migration will only be undertaken if the risks of staying exceed the risks of going, or if instructed to do so by the emergency services.

## SCHOOL MIGRATION PLAN

This plan is for the evacuation of the whole School site and moving to a place of safety.

|   |                          |
|---|--------------------------|
| <b>Initiate the Migration Plan</b>  |                          |
| <ul style="list-style-type: none"> <li>Assemble the School Emergency Management Team</li> <li>Assess the situation, only migrate if the risks of staying exceed the risks of going, or if instructed to do so by the emergency services</li> <li>Decide which Safe Haven is the most suitable and ensure it is available, notify them the School is coming</li> <li>Consider activating the School Closure Plan</li> </ul>  | <i>Headteacher</i>       |
| <ul style="list-style-type: none"> <li>Notify the LA, request additional staff/resources if required</li> <li>Request the LA to organise transport if there is time</li> </ul>  | <i>Bursar</i>            |
| <ul style="list-style-type: none"> <li>Notify all staff when the School Evacuation/Migration/Closure Plan will be activated, the mode of transport and to which Safe Haven.</li> <li>Nominate staff to deputise for those staff in the Plan who are absent.</li> <li>Organise/ instruct supernumery staff to assist where appropriate.</li> <li>Make and initiate appropriate arrangements for anyone who is disabled, vulnerable or has special needs.</li> <li>Liase with the Safe Haven/LA if additional staff/resources are required</li> </ul>   | <i>Deputy Head</i>       |
| <ul style="list-style-type: none"> <li>Inform the Police, LA, Chair of Governors and other site users when the School Migration Plan will be activated, mode of transport and to which Safe Haven.</li> <li>Check the Visitors Book and send away all visitors, contractors and suppliers.</li> <li>Initiate an action log</li> </ul>   | <i>Secretary</i>         |
| <ul style="list-style-type: none"> <li>If appropriate contact School Governors and/or PTA to come to assist the School</li> </ul>   | <i>Chair Govs</i>        |
| <b>Dispatch an Advance Party to the Safe Haven</b>  |                          |
| <ul style="list-style-type: none"> <li>Take copies of the School Emergency Plan, mobile phones/chargers and laptops.</li> <li>On arrival at the Safe Haven make arrangements for the arrival of the School, including reception and directions, accommodation, toilets, catering, disabled access, special needs, Safe pick-up points for parents/carers collecting children.</li> <li>Liase with the Safe Haven/LA if additional staff/resources are required.</li> <li>Prepare to activate the School Closure Plan</li> </ul>   | <i>Secretary</i>         |
| <b>At the designated time activate the School Evacuation Plan</b>   |                          |
| <b>When the Evacuation is complete, activate the Migration Plan</b>   |                          |
| <ul style="list-style-type: none"> <li>Inform the pupils what is happening</li> <li>If transport is available, travel in class groups with at least 2 adults per class</li> <li>If transport is not available, form up into a column by class groups with youngest (slowest walking) children at the front of the column.</li> <li>Walk in column by class groups to the Safe Haven.</li> <li>Keep together and take care crossing roads.</li> <li>If parents/carers join the column while en route encourage them to walk with the column to the Safe Haven. Children will only be released to parents/carers en route if their identity is known.</li> <li>Keep a register of children who are collected by their parents/carers en route.</li> </ul> | <i>Teachers and LSAs</i> |
| <ul style="list-style-type: none"> <li>Secure the School buildings and site after everyone has left, and report the site as secure to the Headteacher</li> <li>Make appropriate arrangements for the care of any School pets/animals</li> </ul>   | <i>Site controller</i>   |
| <b>On arrival at the Safe Haven</b>   |                          |
| <ul style="list-style-type: none"> <li>Proceed as directed by the Advance Party</li> </ul>  | <i>All</i>               |
| <ul style="list-style-type: none"> <li>Take a class register and send a report to the Deputy Head</li> <li>Keep the children under supervision and engaged in appropriate activity</li> </ul>   | <i>Teachers and LSAs</i> |
| <ul style="list-style-type: none"> <li>Ensure the whole School is accounted for, Initiate appropriate action to locate/report missing individuals and report to the Headteacher.</li> </ul>   | <i>Deputy Head</i>       |
| <ul style="list-style-type: none"> <li>Remain at the Safe Haven until it is safe to return or activate the School Closure Plan</li> <li>Liase with the Safe Haven/LA if additional staff/resources are required</li> <li>Be visible/accessible when parents/carers collect their children</li> </ul>  | <i>Headteacher</i>       |