

Rutland Genie Tutoring Ltd.

Excellent teaching that is fun and friendly

Registered Office:
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Barrowden,
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Emergency Evacuation Procedure

I am committed to ensuring that students in my care are kept safe at all times and will take all necessary steps to aid this. However, there may be incidents outside my control, such as fire, flood or any other emergency, that mean that we need to evacuate the premises and/or area quickly and the following procedure will be followed to help keep my students safe.

Procedure

I aim to carry out practice evacuations to help the student to become familiar with the procedure that will be used in an emergency and to help prevent anxiety if an emergency should happen. Students will be made aware of exits and the meeting point and these are clearly identifiable on my emergency evacuation plan.

In the event of an emergency situation, we will evacuate the building/area using the safest exit route available to us. I will take with me a mobile phone that is charged and has credit. As soon as we are safely outside, I will contact the relevant emergency service if this has not already been done by another member of the public. I will fully comply with advice and instructions from the emergency services.

I will reassure any student who may be alarmed or upset by the event and arrange for a safe place to go to and wait until the emergency is over. We will not return to the house until the Emergency Services have told me it is safe to do so. I will aim to contact all Parents/Carer(s) and ask that the student is collected as soon as possible. After a significant event I will seek additional support to maintain the student's well-being if needed.

Evacuation Plan

From the school room, exit through the patio doors into the back garden and then walk around the house to the front driveway.

Reviewed December 2021