Crystal Brook Primary School
Evacuation Plan Procedure

As per Emergency Flip Book

Emergency Flip Book

- The Emergency Flip Book provides easily accessible information for staff in case of evacuations, it is located in all areas of the school
- Each classroom has a copy either velcroed inside the door or in a clear plastic hanging box
- Each class Flip Book has a copy of their roll class for cross checking which students are present
- The Office copies have a full list of roll classes and staff

Contents of Emergency Flip Book

- Emergency Contact list of telephone numbers
- Emergency situation titles and the signal used
- Details of the procedure for each emergency situation
- Evacuation maps

Ratified by Governing Council 10/09/2014