



# CLIFTON COMMUNITY PRIMARY SCHOOL

## EMERGENCY EVACUATION POLICY

'Enjoy and Achieve Together'

Head Teacher L. Jones	Sign and Date	March 22
Author LA/L.Jones	Sign and Date	March 22

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Committee Responsible	Governing Board
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1			Policies / staff shared
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6			

Headteacher – Ms L.M.Jones  
Chair of Governors – Ms J. Elliott

# EMERGENCY PROCEDURES

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# **EMERGENCY PROCEDURES**

**ENSURE THAT EVERYONE WHO HAS A COPY OF THE EMERGENCY SCHEME IS ADVISED OF UPDATES AND AMENDMENTS**

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## **DISTRIBUTION LIST**

	<b><u>Name</u></b>	<b><u>Designation</u></b>	<b><u>Address</u></b>
1	Emergency Planning	LA	Salford Civic Centre
2	L.M. Jones	Headteacher	Clifton Primary School
3	A. McIlveen	Deputy	Clifton Primary School
5	J Odell	Administrator	Clifton Primary School
6	J. Elliott	Chair of Gobs	Clifton Primary School
7	J Snape	Site supervisor	Clifton Primary School

# EMERGENCY PROCEDURES

## CLIFTON PRIMARY SCHOOL EMERGENCY SCHEME

### RECORD OF UPDATES

Update No.	Date Updated	Signature
1September 04		
2 May 05		
3 January 2010	29.01.10	<i>Cath Green</i>
4May 13	02/07/17	M. Harding
5 May 18	07/05/18	M. Harding
6	March 2022	L.M.Jones
7		
8		
9		
10		

# **EMERGENCY PROCEDURES**

## **INTRODUCTION**

Emergency plans may never be used, but they will be worthwhile to ensure an immediate, effective and caring response to any major incident which may befall the school.

It is impossible to predict the exact form or effect of an emergency. Therefore, this emergency plan is meant to be a broadly applicable emergency document rather than specific detailed arrangements.

Emergency management arrangements must be flexible.

Potential hazards are numerous. However, the plan has addressed many of the more probable incidents and an assessment of their impact has been considered in drawing up this plan. A list of potential hazards that have been considered is attached as an appendix to this plan

Other relevant procedures which have been considered alongside this emergency scheme are the:

- Fire procedures document
- Educational visits procedures
- Bad weather procedures
- Bomb threats procedure
- Emergency Lock Down

# **EMERGENCY PROCEDURES**

## **INFORMATION FOR ALL TEACHING AND NON-TEACHING STAFF**

Be ready to respond to any potential hazard on and about the site.

Contact the Headteacher in the event of any emergency, giving information about the:

- Nature of the incident
- Type of help required
- Emergency service(s) required
- Exact location of the incident
- Number of casualties and nature of injuries (if applicable).

If necessary, evacuate the building, according to procedures set out in the Fire/Bomb Threats Procedures Document.

Maintain a calm atmosphere.

Respond to instructions given by members of the Crisis Management Team (CMT).

Do not speak directly to the media but refer all enquiries to the person responsible for contact with the media.

# EMERGENCY PROCEDURES

## CRISIS MANAGEMENT TEAM (CMT)

**Base:** Headteachers Office

**Reserve Base:** Staff room

**Off-site reserve:**

**Members:** Headteacher  
Deputy Headteacher  
School Administrator + Clerk  
Phase leaders  
Site Manager

The Headteacher has no specific role, to allow him/her to take on a more flexible role, overseeing the emergency response generally and responding to events as he/she deems necessary.

Several people are allocated to each of the eight jobs.

The person in charge of the Crisis Management Team will delegate responsibility for the seven tasks from the allocation list.

The person in charge will give each of the seven people a list of tasks to undertake.

All members of the team will have a complete file of information.

It is planned that all members of the team will have initial instructions about their role(s); training; and regular “reminder sessions”

# **EMERGENCY PROCEDURES**

## **PERSON IN CHARGE OF THE CRISIS MANAGEMENT TEAM:**

### **RESPONSIBILITIES:**

To co-ordinate and direct the activities of the Crisis Management Team;

To draw up an emergency plan/immediate course of action for the specific incident;

To delegate responsibilities and give task sheets to the chosen staff;

To provide a flexible response, based on the Emergency Procedures Document;

To keep a comprehensive incident log – pro-formas kept in the Emergency Procedures file;

To consult with the Police and the person responsible for liaison with the media about the release of information to students, staff, parents, general enquiries and the media.



# **EMERGENCY PROCEDURES**

## **PERSON RESPONSIBLE FOR LIAISON WITH THE MEDIA**

### **RESPONSIBILITIES:**

Early establishment of central media point (a designated area to be determined);

To liaise and co-operate with the media and to answer their general\* queries, as appropriate, about the arrangements being made for dissemination to the media;

To assist with the arrangements for press briefings (in consultation with the Council's Press Office who will take the lead role);

To assist the Council's Press Office with the preparation of press statements (the Council's Press Office who will take the lead role);

To liaise with the emergency services and the Council's Press Office over the setting up of a Media Centre;

To provide basic information about the school - refer to separate sheets in file;

In association with the Council's Press Office, to liaise between the press and those affected about press interviews - seeking permission from parents/guardians of any pupils involved in interviews;

Ensuring that pupils involved in interviews have any necessary support;

In association with the Council's Press Office, asking the interviewer the questions to be asked in advance of the interview and undertaking any necessary research work;

To respond to directions from the person in charge of the Crisis Team or other personnel in control, e.g. Police, Emergency Planning Officer.

# **EMERGENCY PROCEDURES**

## **PERSON TO CONTACT EMERGENCY SERVICES**

### **RESPONSIBILITIES:**

Contact as appropriate:

Police	999
Fire	999
Ambulance	999
Local Fire Station	0161-736 5866
Local Police Station	0161 856 5228

Be prepared to give the following information:

- (1) Emergency service(s) required;
- (2) Exact location of the incident;
- (3) Number of casualties;
- (4) Nature of injuries;
- (5) Location of telephone number where call is being made from;
- (6) Hazards that may be encountered by the emergency services at the site;
- (7) Your telephone number;

To respond to directions from the person in charge of the Crisis Team or other personnel in control, i.e. Police, Emergency Planning Officer.

# EMERGENCY PROCEDURES

## PERSON TO CONTACT COUNCIL AND MEMBERS OF THE CRISIS MANAGEMENT TEAM:

### RESPONSIBILITIES:

#### \* **Council Emergency Telephone Operator:**

If you need to contact the city council in an emergency, please telephone 0161 793 2500 during office hours (Minicom: 0161 793 3004).

Outside normal office hours (including weekends and bank holidays), please call **0161 794 8888 (Minicom 0161 793 3303)** or use our [contact form](#).

All calls to this telephone number are recorded for security purposes. A call queuing system is in operation - when you get a ringing tone, please stay on the line - your call will be answered.

Give the following information:

1. Your name.
2. Your telephone number.
3. The School's name:

Address:

**Clifton Primary School  
Wroe Street  
Swinton  
Manchester  
M27 6PF**

Telephone: 0161-921-1845

4. Details of the incident.
5. Nature of assistance required - dealing with the media; transport; catering; communications; administrative support.
6. Ask the operator to advise one of the named officers under the Council's Major Emergency Scheme.

# EMERGENCY PROCEDURES

To contact as requested by the person in charge:

Designation
Headteacher
DeputyHeadteacher
Phase leaders
Administrator

To contact the Education Department when directed by the Headteacher.

To respond to directions from the person in charge of the Crisis Management Team or other personnel in control, e.g. Police, Emergency Planning Officer.

# **EMERGENCY PROCEDURES**

## **PERSON TO OPEN APPROPRIATE BUILDINGS:**

### **RESPONSIBILITIES:**

Open the appropriate parts of the school

### **OR**

If required, open the alternative emergency centre.

Considerations regarding alternative premises - in liaison with Police or Emergency Planning Officer

The person responsible for the tasks on this page should be fully conversant with the building facilities and services

To respond to directions from the person in charge of the Crisis Team or other personnel in control, i.e. Police, Emergency Planning Officer.

# **EMERGENCY PROCEDURES**

## **PERSON RESPONSIBLE FOR CHECKING CHANNELS OF COMMUNICATION:**

### **RESPONSIBILITIES:**

Check that all available communications and office equipment are working (telephones, fax, email facilities and copiers) in the designated emergency room.

Be ready to give the information to Emergency Planning Officer.

To respond to directions from the person in charge of the Crisis Team or other personnel in control, i.e. Police, Emergency Planning Officer.

# EMERGENCY PROCEDURES

## PERSON TO CONTACT APPROPRIATE OTHERS:

### RESPONSIBILITIES:

#### To contact:

Chair of Governors:

Vice-Chair of Governors:

Local Councillors  
who are Governors:

Member of Parliament:

Education Department:  
School Improvement  
officer

Director of educations  
office

**NOTE:** In a major emergency, the Emergency Planning Officer may already have contacted Local Councillors, Education Department and MPs. Check before contacting them.

To respond to directions from the person in charge of the Crisis Team or other personnel in control, i.e. Police, Emergency Planning Officer.

# **EMERGENCY PROCEDURES**

## **PERSON RESPONSIBLE FOR IMMEDIATE ACTIONS TO SAFEGUARD STUDENTS AND STAFF**

### **RESPONSIBILITIES:**

To evacuate the building in accordance with the Fire/Bomb Procedures Document.

To liaise with the Crisis Management Team Leader and Emergency Fire Services, once the names of those present have been checked against attendance list.

The responsibility for rescue rests with the Fire Service.

To ensure that persons evacuated are afforded shelter as appropriate. The building identified for immediate shelter following evacuation is **MOSSFIELD PRIMARY SCHOOL**.

To liaise with all school staff to ensure that immediate reassurance and support is given for anyone who is distressed.

To respond to directions from the person in charge of the Crisis Team or other personnel in control, i.e. Police, Emergency Planning Officer.



# EMERGENCY PROCEDURES

## Appendix A

### WEEKENDS AND HOLIDAYS

It is a condition of any booking of the School's facilities in the evenings, at weekends and during holidays that the person making the booking understands and takes responsibility for implementing the Emergency Procedures.

Full details are available in the Emergency Procedures file - a copy is always kept in the staff room

The person making the booking will take charge of the procedures until a member of the Crisis Management Team arrives.

The person making the booking will delegate the tasks outlined below - by giving the person the task details from the Emergency Procedures file.

1. Someone to contact emergency services.
2. Person to contact the Council and members of the Crisis Management Team.
3. Someone to open appropriate buildings.
4. Someone to be responsible for the immediate safeguarding of students and staff.

The following tasks will be undertaken by previously identified School staff:-

5. Person responsible for liaison with the media
6. Person to check communication channels.
7. Someone to contact appropriate others.

Exact details are in the File.

Please sign and return the slip below to (name)

✂ Please cut along dotted line

### **Emergency Procedures**

I confirm that I understand the Emergency Procedures, as detailed in the File, and that I will be responsible for initially implementing the procedures.

Signed: .....

Date: .....

# EMERGENCY PROCEDURES

## Appendix B

### IDENTIFIED STAFF FOR VARIOUS DUTIES

<b>RESPONSIBILITY</b>	<b>OPTION 1</b>	<b>OPTION 2</b>	<b>OPTION 3</b>
In charge of the Crisis Management Team	<b>Head</b>	<b>Deputy Head</b>	<b>Ks1 MM</b>
Liaison with the Media	<b>Head</b>	<b>Deputy Head</b>	<b>“</b>
Contact Emergency Services	<b>Site officer</b>	<b>Administrator</b>	<b>Head</b>
Contact with the Council and members of the Team	<b>“</b>	<b>“</b>	<b>KS2 RD</b>
Opening appropriate buildings	<b>Site Officer</b>	<b>Head</b>	<b>DeputyHead</b>
Checking channels of communication	<b>Head</b>	<b>Deputy Head</b>	<b>KS1 MM</b>
Contact appropriate others	<b>Deputy Head</b>	<b>Administrator</b>	<b>Head</b>
Immediate safeguarding of Students and staff	<b>Head</b>	<b>Deputy Head</b>	<b>KS1 MM</b>

# EMERGENCY PROCEDURES

## Appendix C

### BASIC INFORMATION ABOUT THE SCHOOL

#### CLIFTON PRIMARY SCHOOL

Wroe Stree

Swinton

Manchester

M27 6PF

#### Map of surrounding area:



#### Safety record:

**Clifton Primary School** has an excellent safety record, having had no serious accidents. There was a serious fire in February 2000.

#### Details of Senior Staff:

Headteacher: **Ms L.M.Jones**

Deputy Headteacher: **Mrs A. McIlveen**

# EMERGENCY PROCEDURES

## Appendix D

### OUR SECURITY STRATEGY

Our School is open from **6** a.m. to **6:00** p.m. every weekday.

The following measures are intended to provide for security:

- Fire alarm system
- Intruder alarm system
- Security lighting
- Barriers/bollards
- Visitor signing in/out procedures
- Visitor badges
- Emergency lockdown procedure known to all staff
- Cameras on the 2 main entrances
- External doors have Yale locks

# EMERGENCY PROCEDURES

## Appendix E

### DRAFT PRESS STATEMENT

REGARDING:

Date:

Number:

Time of issue:

INFORMATION:

Issued by:

Tel No:

Enquiry telephone number for relatives/friends:

More/end

# EMERGENCY PROCEDURES

## Appendix F

### INCIDENT LOG

Incident:

Location of incident:

Date:

Time:

The following section to be maintained as the incident progresses:

Date	Time	Event/Action Taken	Reason(s)

Name

Designation

# EMERGENCY PROCEDURES

## Appendix G

### **FORM 1.2. (See Evolve)**

#### **EDUCATIONAL TRIPS AND VISITS PROPOSAL FORM**

Please note that this document replaces both Form 1 (checklist) and Form 2 (proposal form) from the Salford City Council Educational Trips & Visits Guidance produced in 2003. Schools and other educational establishments are advised to complete this new proposal form for all off-site visits. A copy of this form should be submitted to the Local Authority at least 4 weeks in advance of the visit for the types of visits in the list below. It should not be submitted for local, low-risk visits but should be retained at school level:

- **All residential visits**
- **All visits abroad**
- **All off-site visits incorporating adventurous activities, activities taking place in or near water and those visits with enhanced risks e.g. theme parks**

<b>1</b>	<b><u>School / establishment details</u></b>
	School / establishment name

<b>2</b>	Contact name for visit
----------	------------------------

<b>3</b>	<b>Date of visit</b>
a	Start date
b	Finish date (if applicable)
c	Details, if recurring

<b>4</b>	<b>Visit name</b>
----------	-------------------

<b>5</b>	<b>Educational aims</b>
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<b>6</b>	<b>Type of visit (delete as appropriate)</b>			
	I	Local, low-risk	YES	NO
	II	Residential	YES*	NO
	III	Abroad	YES*	NO
	IV	Adventurous	YES*	NO
	V	In / near water	YES*	NO
	VI	Visit with enhanced risk	YES*	NO

**\* Please note that for visits falling into categories II to VI above, this document must be submitted to the Local Authority at least 4 weeks in advance of the start date of the visit**

<b>7</b>	<b><u>Visit destination</u></b>		
	a	Name	
	b	Address	
	c	Telephone number	

## EMERGENCY PROCEDURES

	d	Fax number		
	e	A pre-visit has been carried out and a record of findings produced and incorporated into the risk assessments for the visit	YES	NO
8	<b>Tour operator</b>			
	a	Is a tour operator being used for this visit? If NO, please move on to question 9.	YES	NO
	b	If YES, please provide full details (name, address, telephone number etc)		
	c	Has the tour operator made available copies of their safety management procedures and relevant risk assessments?	YES	NO

9	<b>Visit Activities (delete as appropriate)</b>			
	a	Cultural	YES	NO
	b	Environmental	YES	NO
	c	Personal & social skills	YES	NO
	d	Physical skills (including sporting fixtures)	YES	NO
	e	Adventurous activities land based. Please specify all activities:	YES	NO
		Will these activities be led by an external provider?	YES	NO
	f	Adventurous activities water based. Please specify all activities:	YES	NO
		Will these activities be led by an external provider?	YES	NO

10	<b>External Provider - where used. If not applicable, please move on to question 11.</b>			
	a	Please provide contact details (name, address, telephone number) <b>if different to information in question 7 above</b>		
	b	Is the provider licensed with the Adventurous Activities Licensing Authority?	YES	NO
		If YES, please provide licence number.....		
	c	Has the provider forwarded a copy of their brochure / information leaflet that satisfies all necessary Health and Safety requirements?	YES	NO
		If NO, schools are advised to obtain a completed <b>external provider questionnaire (Form RA1)</b>		



## EMERGENCY PROCEDURES

	d	Has the provider made available (where requested) copies of their risk assessments?	YES	NO
11	<b>Transport.</b> Please indicate below the modes of transport to be included in the visit			
	a	Coach If YES, is the company on the Salford Select List of Transport providers?	YES	NO
	b	Minibus with hired driver If YES, is the company on the Salford Select List of Transport providers?	YES	NO
	c	Minibus with own driver If YES, has the minibus driver been trained and assessed as competent in minibus driving and passenger management?	YES	NO
	d	Public transport (Bus, train, tram etc)	YES	NO
	e	Ferry	YES	NO
	f	Aeroplane	YES	NO
	g	Group walking	YES	NO
	h	Use of staff cars	YES	NO
	i	Use of parents cars	YES	NO
	j	Other (please specify)		

12	<b>Attendees</b>		
	a	Full name of Party Leader	
	b	Contact number for Party Leader during visit	
	c	Full name of Deputy Party Leader	
	d	Numbers of <b>other</b> accompanying adults	Male:      Female:
	e	Total number of pupils by gender	Male:      Female:
	f	Total number of pupils by key stage / age. Please complete as appropriate	
		Foundation (age 3 to 5)	
		Key stage 1 (age 5 to 7)	
		Key stage 2 (age 7 to 11)	
		Key stage 3 (age 11 to 14)	
		Key stage 4 (age 14 to 16)	
		Other (please specify)	

13	<b>Emergency contacts back at base.</b> Please ensure out-of-hours numbers are included where appropriate		
	Name	Position	Contact number
	Name	Position	Contact number

14	<b>Risk Assessments</b>			
	The following documentation is available for inspection if required – please delete as appropriate			
	a	Generic risk assessments e.g. coach journey, eating out	YES	NO

## EMERGENCY PROCEDURES

	b	Site-specific risk assessments e.g. The Lowry, Wigan Pier, Self-catering accommodation etc	YES	NO
	c	Activity specific e.g. farm visit, go-karting, boat ride etc	YES	NO
	d	Group / pupil specific risk assessment	YES	NO
15	<b>Overall planning</b>			
	The following planning is in place and evidence available for inspection if required			
	a	Appropriate parental consent	YES	NO
	b	Competent staff accompanying the visit	YES	NO
	c	Appropriate financial management systems	YES	NO
	d	A detailed programme / itinerary including alternatives	YES	NO
	e	Suitable and sufficient first aid arrangements	YES	NO
	f	Full medical details and contact details for all attendees	YES	NO
	g	Briefing information for pupils / young people	YES	NO
	h	Briefing information for accompanying adults and emergency contacts back at base	YES	NO
	i	Critical incident procedures	YES	NO

**The planning and risk management for the above visit has been checked according to the Salford City Council Educational Trips and Visits Guidance notes. The Party Leader has been appropriately trained and inducted, and all other accompanying adults have been deemed competent to take on their respective roles. The Governing Body policy on Educational Trips and Visits has been complied with.**

PARTY LEADER SIGNATURE:

DATE:

EDUCATIONAL VISITS CO-ORDINATOR (EVC) SIGNATURE:

DATE:

AUTHORISED BY HEADTEACHER:

DATE:

LA REPLY TO SCHOOL / ESTABLISHMENT:

<b>School/ establishment</b>	
<b>Party Leader</b>	
<b>Visit to</b>	
<b>Date of visit</b>	

<b>Information received by the Local Authority on:</b>	
<b>Information logged with the Local Authority on:</b>	
<b>Visit approved on:</b>	

**Should any changes need to be made to the visit planning information once this confirmation slip has been received, please contact the Educational Visits Adviser in the School Improvement Office on 0161 778 0124/ 0450.**

**Schools / establishments are advised to retain this confirmation slip with all other planning documentation relating to the visit.**

## **EMERGENCY PROCEDURES**

There is always the possibility of an incident whilst pupils are away from school and incidents involving mini-bus crashes have highlighted the need for arrangements to be in place in the event of such an incident.

Before all off-site visits, regardless of the duration, educational establishments are required to compile a comprehensive list of participants including names, addresses, telephone numbers and medical details. One copy will be retained by the Party Leader and two copies left back at base with the nominated emergency contacts.

The name and telephone numbers of the two emergency contacts back at base will be clearly marked on the educational visits proposal form.

The nominated emergency contacts back at base are required to be available throughout the duration of the visit.

The Party Leader will always have with him/her a mobile telephone, which is known to both the nominated emergency contacts back at base and the Local Authority for visits requiring Local Authority approval.

# EMERGENCY PROCEDURES

## Appendix H

### Hazards identified and specific actions required

Hazard/incident	Specific immediate actions
Accidents at school	<b>*immediate referral to fully trained 1<sup>st</sup> Aider. Call 999 if required</b>
Accidents away from school	<b>*Staff to assess and call 999 if required</b>
Accidents on school trip	<b>* Staff to assess and call 999 if required</b>
Fire	<b>*Instigate fire alarm and evacuation</b>
Damage to school	<b>*Refer to head and site manager to assess. Evacuate if danger to building users</b>
Hostage taking/abduction	<b>*Call police. Instigate school lockdown procedure</b>
Loss of key staff	<b>*Refer to Head, then down leadership chain</b>
Death of staff/pupil	<b>*Refer to head, contact ED Psych dept for counselling services</b>
Suicide	<b>* Refer to head, contact ED Psych dept for counselling services</b>
Violence	<b>* Call police. Instigate school lockdown procedure</b>
Loss of water supply	<b>*Head to be aware and assess situation</b>
Loss of gas supply	<b>* Head to be aware and assess situation</b>
Loss of electricity supply	<b>* Head to be aware and assess situation</b>
Loss of telephones	<b>* Head to be aware and assess situation</b>
Hazardous areas (laboratories)	<b>*Not applicable</b>

## EMERGENCY PROCEDURES

Nearby hazardous premises	<b>* Instigate school lockdown procedure and inform emergency services</b>
Health incidents	<b>* Head to be aware and assess situation. Contact area health authority for advice</b>
Incident at neighbouring school	<b>* Head to be aware and assess situation</b>
Weather related incidents	<b>* Head to be aware and assess situation</b>

# EMERGENCY PROCEDURES

## Appendix I - L

Appendices (Staff room / office / photocopier room and Site Officers room)

### Fire, Lockdown, Bomb Evacuation and Shelter Drills

Fire evacuation drill

The first person to notice a fire should activate the signal for the fire drill.

THE SIGNAL FOR A FIRE DRILL IS:

**FIRE BELL RINGING**

**Evacuate the premises, ensuring all pupils are safely directed out of the building.**



**Make your way to the evacuation point for a fire drill, ensuring that all pupils are heading in the right direction.**



**Once at the evacuation point, take registers and check for any missing pupils.**



**Treat any injuries and ensure any missing pupils are accounted for.**



**Remain at the evacuation point until an all clear has been given, or until you are able to move to a place of safety.**

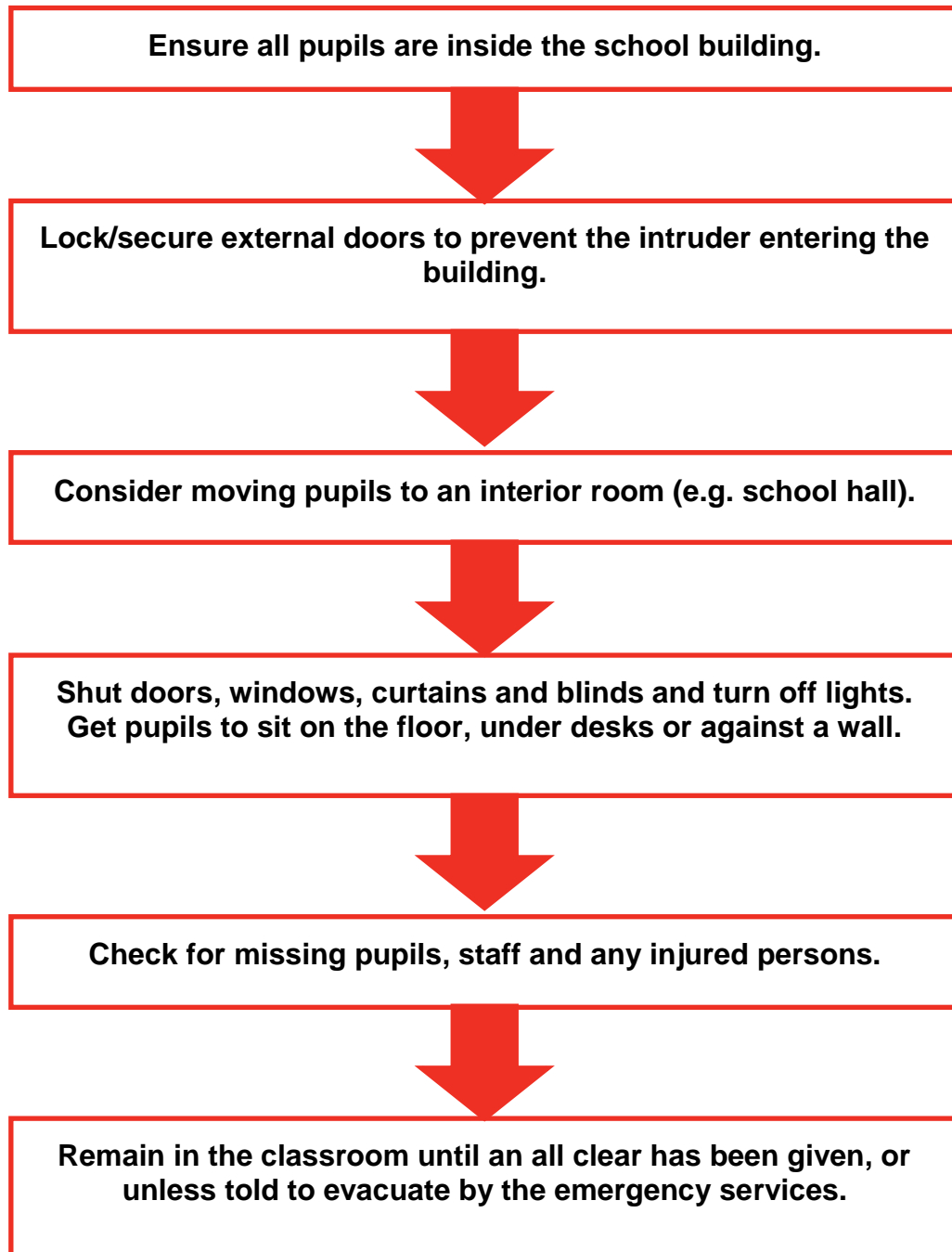
### Lockdown drill

The first person to notice an intruder should activate the signal for the lockdown drill.

THE SIGNAL FOR A LOCKDOWN DRILL IS:

**CONTINUAL RINGING OF THE SCHOOL BELL**

# **EMERGENCY PROCEDURES**



# EMERGENCY PROCEDURES

## Bomb evacuation drill

On receiving information regarding a bomb alert or a suspicious package, the signal for the bomb evacuation drill should be activated.

THE SIGNAL FOR A BOMB EVACUATION DRILL IS:

**FIRE BELL RINGING**

**Evacuate the premises, ensuring all pupils are safely directed out of the building.**



**Make your way to the evacuation point for a bomb alert – if this is off the school site, ensure all pupils know the route.**



**Once at the evacuation point, take registers and check for any missing pupils.**



**Treat any injuries and ensure any missing pupils are accounted for.**



**Remain at the evacuation point until an all clear has been given, or until you are able to move to a place of safety.**



# EMERGENCY PROCEDURES

## Shelter drill

On receiving notice of a need to shelter, the signal for the shelter drill should be activated.

THE SIGNAL FOR A SHELTER DRILL IS:

**CONTINUAL SCHOOL BELL RINGING**

**Ensure all pupils are inside the school building.**



**If appropriate move pupils away from the incident (i.e. to the other side of the building).**



**Shut all doors and windows and switch any air conditioning units off.**



**Check for any missing pupils.**



**Remain in the classroom until an all clear has been given, or unless told to evacuate by the emergency services.**