

# EMERGENCY EVACUATION PROCEDURES

**These procedures should be followed carefully in the case of an accident and/or emergency situation**

- Stay Calm as this will allow you to deal with the emergency properly whilst re-assuring others
- Speak clearly and slowly.
  1. Assess the area for further danger.
  2. Evacuate the area if you need to.
  3. Dial 999 and ask for the appropriate emergency service:  
Ambulance / Fire service / Police
  4. Give the following information:
    - a. Location and telephone number:

*Hamble Primary  
School, Hamble  
Lane, Hamble,  
Southampton,  
SO31 4ND*

*Tel: 07709066299*

*Netley Abbey Junior  
School, Westwood rd,  
Netley Abbey,  
Southampton,  
SO315EL*

*Tel: 07886654135*

*Bishops Waltham Infant  
School, Oak Rd, Bishops  
Waltham, Southampton,  
Hampshire,  
SO31 1EP*

*Tel: 07882296425*

- b. Exact location
  - c. Your name
  - d. Name of the injured person:
  - e. Brief description of symptoms / injuries
  - f. Inform them of where they will be met and taken to.
5. Send a staff member to meet the emergency services.
6. Reassure the casualty.