

# ALDER COPPICE PRIMARY SCHOOL

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*Achievement through Commitment*

## Emergency Plan

Policy for the Attention of			
<i><b>Audience</b></i>	<i><b>Key Audience</b></i>	<i><b>Optional Audience</b></i>	<i><b>Additional/Notes</b></i>
Senior Leadership Team	✓		
Teachers	✓		
Teaching Assistants	✓		
Administrative Staff	✓		
Curriculum Support	✓		
Lunchtime Supervisors	✓		
Site Manager	✓		
Cleaners	✓		
Governors	✓		
Parents		✓	
Website		✓	
Local Authority		✓	

## **Introduction**

This Plan will be activated by a critical, traumatic incident, which causes disruption of the School's normal function and requires significant external support.

## **Responsibility for Emergency Plan**

It is the responsibility of the Governors' Resources Committee to review the Emergency Plan in the context of an on-going risk assessment. The outcome of the meeting will be reported to the full Governing Body and to all relevant parties related to the School.

## **Critical Incident Response**

This part of the Plan deals with a critical incident that involves staff and children. Such an incident could occur on site or during a school visit. In the event of an incident the on-site co-ordinator is the Headteacher or in his absence the designated deputising senior member of staff.

It is the responsibility of the Co-ordinator to:-

1. Prepare and present the Emergency Plan;
2. Disseminate all information concerning the Plan to all school staff;
3. To co-ordinate all initial action in the event of an incident;
4. Assess the situation and evacuate the area if appropriate;
5. Ensure the following are contacted as appropriate:-
  - Emergency services;
  - After School Club;
  - Local Authority (LA).
6. Isolate and/or secure the incident area;
7. Involve appropriate personnel.

## **Use of the Plan**

Examples of serious incidents which may trigger the implementation of this plan are accidents, illness, suicide, murder, trespass with intent, unprovoked attack, fire, arson, bomb alert.

Thankfully such incidents are rare, more common incidents which can lead to the implementation of the plan are dogs on site and severe weather. In the event of an incident involving loss of power, loss of water or a gas leak the LA are notified through the main switch board telephone number on 8181.

If the suppliers need to be contacted the following a period of back-up supply being used, the following numbers are used:

- Loss of power     Western Power Distribution: 0800 678 3105
- Loss of water     South Staffs: 0845 60 70 456
- Gas leak           National Grid: 0800 111 999

If out of hours normal LA procedures are followed.

Aggression of parent/carers/visitor – all staff alerted, send “Code 100” message to nearest member of staff. Ensure doors are secured, Admin Team or Headteacher to call the Police.

Attempted theft/vandalism – if during working hours inform the Headteacher and Site Manager. If out of School hours the Site Manager responsible for taking appropriate action.

## **Evacuation Procedures**

If it is deemed appropriate to evacuate the School building then the normal evacuation procedures will apply. These are displayed around the School and outlined to all staff. On hearing the alarm the children and staff will use the usual fire exits. The assembly point for the staff and children will be the School playgrounds as for fire practices. In some cases evacuation may be by word of mouth, rather than alarm.

Following confirmation that all children and personnel are safely out of the building (and in the event of a bomb warning) the children and staff may be moved to a different location e.g. the front playground or if appropriate offsite, to our link evacuation school.

The Admin Team are responsible for ensuring that the Emergency File and registers are brought out from the School Office.

The Headteacher and Headteacher's PA would liaise with the Emergency services/LA re the nature of the incident and obtain advice where necessary e.g. whether a particular threat was deemed a credible or non-credible threat.

## **Off Site Emergency Re-location**

Should it be necessary for us to evacuate the whole site it has been arranged for us to contact a local school, who would make emergency provision for us. This site would provide a child friendly environment, with personnel who were DBS cleared, with access to telephones for contacting parents and appropriate facilities for children. A safe walking route to the site has been identified and the location would be convenient for the majority of parents to reach their children.

For safety reasons, children will not be dismissed to parents/carers along the route until all the children are relocated to the safe environment and the Headteacher or senior designated lead for the evacuation planning has indicated that dispersal of children will begin from the secure site.

## **Internal Procedures**

All security doors must remain closed at all times. Any incident giving rise to concern will be communicated to the staff by the code "Code 100". This message will alert staff who will ensure that children are safe and accounted for and that the on-site co-ordinator is alerted as soon as possible.

## **Co-ordination of a critical incident on-site**

The co-ordination point for all incidents onsite will be the School Office. If it is not possible to use this office the nearest alternative with a direct phone line would be used (e.g. the agreed offsite relocation site). The co-ordinator for all initial action is the Headteacher or the designated deputising senior member of staff.

## **Management Responsibilities for an on-site Incident**

### **The Headteacher as the on-site co-ordinator will:**

- Evaluate and assess the situation;
- Ensure that all staff are informed;
- Ensure emergency services are contacted;
- Ensure the LA is contacted;
- Isolate the incident area/s;
- Carry out on-going assessments of the situation;
- Arrange to contact parents of any injured child;
- Arrange to contact partner/spouse or next of kin of any injured adults;
- Provide updates to the media;
- Have mobile phone to hand.
- Ensure all staff answer the telephone with the agreed response

### **Headteacher's PA/Admin Team**

- Ensure that the registers and Emergency File are available;
- Make available pupil data as required;
- Make telephone calls as required;
- Contact the Chair of Governors;
- Alert all other site users;
- Monitor transfer of injured personnel;
- Answer the telephone with the agreed response;
- Attend briefing meetings as minute taker.

### **Teachers/HLTA**

- Evacuate the children but only if instructed;
- Comfort and care for the children in their care;
- Reassure the children;
- Keep the children within the classroom or at the assembly point unless asked to move them by the onsite co-ordinator or Emergency Services.

### **Support Staff**

- Under the direction of the teachers support the children;
- Be available to support the Admin Team and on-site co-ordinator as required.

### **Site Manager**

- Liaise with the Emergency Services as to the location of utility meters/isolation valves etc.
- Act as key holder for access to normally locked areas.

## **Co-ordination of a critical incident off-site - Educational Visits and Residential Visits**

Before a party of children leave the School premises it is the responsibility of the designated Party Leader to leave a record of all staff, parents and children that are taking part in the visit with the Admin Team, and ensure that the contact telephone numbers on the Risk Assessment are correct.

The Party Leader must ensure that there are at least two working mobile phones on all educational visits.

If an incident occurs during the School's Residential Visit or a day visit it is the responsibility of the designated Party Leader of the visit to contact the Headteacher at the first available opportunity. In the absence of the Headteacher or if the Headteacher is accompanying the visit the designated deputising senior member of staff will be contacted at the first available opportunity.

## **Co-ordination of a critical incident in the local community impacting on the School**

In the event of a local incident the on-site Co-ordinator would liaise with the Emergency Services.

Whilst ensuring the safety and security of all children and staff every possible help, co-operation and accommodation would be offered to the Emergency Services.

Every effort would be made to re-unite parents/carers/guardians as quickly as possible.

## **Welfare Priorities**

The School will:

### During the incident

- Make the safety of the children and staff its highest priority;
- Minimise anxiety by giving regular and appropriate information;
- Ensure the comfort and well-being of all in the School as far as possible.

### After the incident:

- Consider the need for support and care services;
- With LA support try and provide accommodation where necessary;
- Be sensitive to the needs of those involved in the trauma;
- Involve the Educational Psychology Service if appropriate.

## **Longer term**

In the aftermath of a critical incident the School and the governors would seek support from the LA for:

- Support for those traumatised by the incident from the psychological service, bereavement counsellors or other specialised agencies;
- Support with press/media interest;
- Release time for staff;
- Possible alternative accommodation for the School;
- Appropriate additional resources for the School;
- Memorial service.

## **Essential Information**

- Health and Safety Policy;
- Emergency Evacuation procedures;
- Inventory;
- Emergency File.

(Emergency File to contain: copy of Emergency Plan, Pupil Information/Contact numbers, staff contact list, emergency numbers, map of the site, route planned to alternative school, key holders, LA guidance on emergency procedures, asbestos report and inventory).

Copies in both the main School Office (Lower School) and Admin Office (Upper School) and held offsite by Headteacher's PA.

Remember from School you must dial 9 to get an outside line.