

Martenscroft Nursery School and Sure Start Children's Centre

Overview of Emergency Plan

(in line with Business Continuity Management Plan)

Introduction:

The purpose of this plan is to ensure:

- Children, staff and school/centre community safety and to be able to resume the normal everyday life of the school/centre as soon as possible
- There is a clear plan of action implemented by the Head Teacher and Senior Leadership Team
- To ensure that there is an outline of the operations covered by the plan
- To outline the risks faced by the centre
- Information about who is responsible for managing the major incident situation and recovery.

Implementation

When emergency plans are to be implemented, the Head Teacher or Deputy Head Teacher has the authority to authorise them. On the rare occasion that the Head Teacher or Deputy Head Teacher are absent, the Head Teacher designates the Senior Leadership Team to implement the plan.

Key points should be noted as follows:

When and how to implement the plan.

- The above identified staff are responsible for starting emergency procedures
- Special roles for individuals are identified e.g. fire marshals
- The Finance and HR Manager will ensure:
 - The safe is locked.
 - There is an up-to-date call out list of children's names and contact details.
 - There is an up-to-date call out list of staff, with their names, position and contact details.
 - Check-off cards for recovery team, describing their tasks in an emergency.
 - In the event of total evacuation of the centre then St Philip's Primary School will be used to gather all parties together.

Damage minimisation -Whilst the Governing Body recognise the need to minimise damage the main priority is the safety and welfare of the children and staff.

There is a common law duty to minimise loss and this requirement can be invoked under a contract of insurance. The school will keep an up to date record (where possible) of specialists, or have procedures in place to contact specialists, in order to limit the damage to premises and equipment. This will include the contact details of key experts such as:

- Specialists in the salvage of documents and computer data .
- Smoke residue removal experts.
- Contractors for pumps, generators or heating equipment.
- Experts in decontamination (if appropriate).
- Emergency response teams for the utilities (gas, electricity, telephones, water).
- Manchester City Council engineering services.
- Relevant national authorities (for example, the Environment Agency for flooding)
- Transport and removal companies.
- Building contractors, architects, and structural engineers through Manchester City Council.
- Computer equipment suppliers.
- Suppliers of office furniture and equipment
- Insurance companies via the Manchester City Council SLA for Insurance and Risks
- Caterers – children and adults may need to be fed.

Evacuation -depending on the nature of the emergency

- If the fire alarm sounds, everyone should immediately evacuate the building to designated gathering areas.
- When other emergency events trigger an evacuation of the premises, in which case the following process should be adhered to:
 - The Head Teacher or Deputy Head Teacher will authorise an evacuation, when there is no alarm.

- The same gathering points used for fire evacuation will be used to evacuate children and staff and if necessary St Philip's Primary School will be used.
- The designated personnel will control evacuation and work with the emergency services. The designated person will delegate tasks for team members to undertake such as:
 - Alert emergency services via a 999 call.
 - Check that premises have been evacuated.
 - Provision of main contact for the emergency services and others.

And only if it is safe to do so

- Turn off utilities.
- Removal of valuable items if possible.
- Lock premises.
- Transfer of telephone calls to pre-designated location.

Containment

If there is a need to contain people within the building, particularly in the event of an external bomb threat, plans for this are as follows:

- The designated blast resistant safe area (which are the corridors around the centre of the building, where there are no windows or external doors) is where people should congregate.
- Provision of telephone facilities (mobiles) in the safe area.
- Availability of toilet facilities and drinking water.
- Facilities for children, including those with identified needs.
- Location of First Aid facilities with list of qualified 'first-aider' staff.

Relocation

As the school/centre comes under the auspices of the Manchester City Council we would in the first instance call upon their expertise and knowledge of our requirements to assist in any possible relocation. However, predetermined arrangements will be made with other schools/children's centres to assist us with using their premises if the need arises.

Severe Weather Conditions Plan of Action.

We will, of course, endeavour as far as possible to maintain our service as normal.

However, there are various reasons why we may have to consider emergency reduction or closure of service, for example;

- we experience heating difficulties,
- the site becomes too icy and treacherous and causes health and safety dangers
- travel restrictions mean that staff cannot attend work and therefore there are not enough adults to care for the children on site.

If we are forced to take the decision to close the School/Children's Centre, then we will endeavour to inform parents and carers in the following ways:

- Use group call to text all parents and staff
- Contacting the local radio stations and media (for example GMR/Key 103). Please listen to these regularly for messages.
- Letters to parents/carers
- Notices on the school/centre gates
- Posting information on our school website (www.martenscroftnurseryschool.co.uk) or the Manchester City Council website (www.manchester.gov.uk)
- Keep parents informed of the situation

If the decision to close the school /children's centre then staff will be informed in accordance with the business continuity plan:

- The Head Teacher will confirm closure with Chair of Governors
- The Head Teacher will confirm closure with the Local Authority
- The Head Teacher will inform the Senior Leadership Team
- The Children's Centre Leader will inform the District Head of Centre
- The Senior Leadership Team will ensure wherever possible that staff members they have line management responsibility for are contacted
- Staff will be kept informed of the situation