

Newbold Church of England Primary School

Emergency Plan (VERSION 1)



Review: K Marsh April 2017

Approved: GB

Signed: Chair of Governors _____

Signed: Headteacher _____

Next Review: April 2018

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PREFACE

Parents trust academies/schools to keep their young people safe both in school and when learning outside the classroom. Thanks to the efforts of academy/school staff and governors, academies/schools normally remain a safe haven for young people however; academies/schools could become involved in an emergency at any time.

The Department for Education (DfE) recommend that academies/schools have emergency plans in place. Planning and preparing for emergencies can save lives. These actions can also help prevent an incident from worsening, protect against litigation and enhance the academies/schools standing as a safe place to learn and work, giving confidence to staff, parents and pupils.

Plans should be produced by each Academy/School Management Team, kept up to date and communicated to all academy/school staff. Procedures should be regularly tested to ensure their fitness for purpose; training and exercise record template can be found at the end of this plan.

Completed copies of Academy/School Emergency Plan's should be shared with relevant interested parties, in some cases this may still be the Local Authority or a Multi Academy Trust. Responsibility for storage of Academy/School Emergency Plans will rest with the individual academy/school.

ACADEMY/SCHOOL EMERGENCY PLAN

Newbold Church of England Primary School is committed to ensuring that, in the event of an emergency incident affecting the school, the school will provide an effective response, working with the Emergency Services and Derby Diocese Academy Trust to minimise the impact of the emergency on the school and the community as a whole.

AIM & OBJECTIVES

Aim

To provide effective emergency response arrangements that will ensure the well being and safety of all young people and adults in the care of the School.

Objectives

- Establish an effective framework of Emergency Response
- Ensure that Derby Diocese Academy Trust are provided with up-to-date contact details for key school staff
- Ensure that the emergency incident is communicated quickly and clearly to supporting agencies and partners, enabling supporting arrangements to be rapidly activated
- Maintain high standards of welfare and duty of care arrangements for pupils, staff and carers
- Ensure that actions and decision making during the Emergency incident are properly recorded
- To minimise educational and administrative disruption within School
- To facilitate the return to normal working arrangements at the earliest time

TYPES OF EMERGENCY

An emergency incident can be clarified as an unexpected event which affects the school community, and which causes disruption on a scale which is beyond the normal coping capability of the school. The emergency incident may involve significant threat, damage, or injury to property and individuals, and may have long term impacts on pupils, staff, governors and parents.

The following are examples of emergency incidents which may impact on the academy/school and necessitate activation of the emergency plan.

- A fire within the school or nearby premises
- A serious accident involving young people and/or school personnel, on/ off site
- Death of a pupil or member of staff
- Kidnap or disappearance of a pupil
- A terrorist attack, or violent intruder on or nearby school premises
- Chemical or toxic substance release on or off site
- A serious gas leak
- An epidemic such as meningitis or pandemic flu
- Severe weather events such as flood, high winds, extreme storms etc

There may also be specific hazards which pose particular risk to schools. For example this may be a chemical store/ laboratory within the school site or hazards external to the school site such as proximity to an industrial site, river, airport or major road. These hazards are risk assessed and special response strategies incorporated into the plan.

The plan covers procedures for an incident occurring in school time and out of hours including weekends and holidays.

ACADEMY/SCHOOL PROFILE

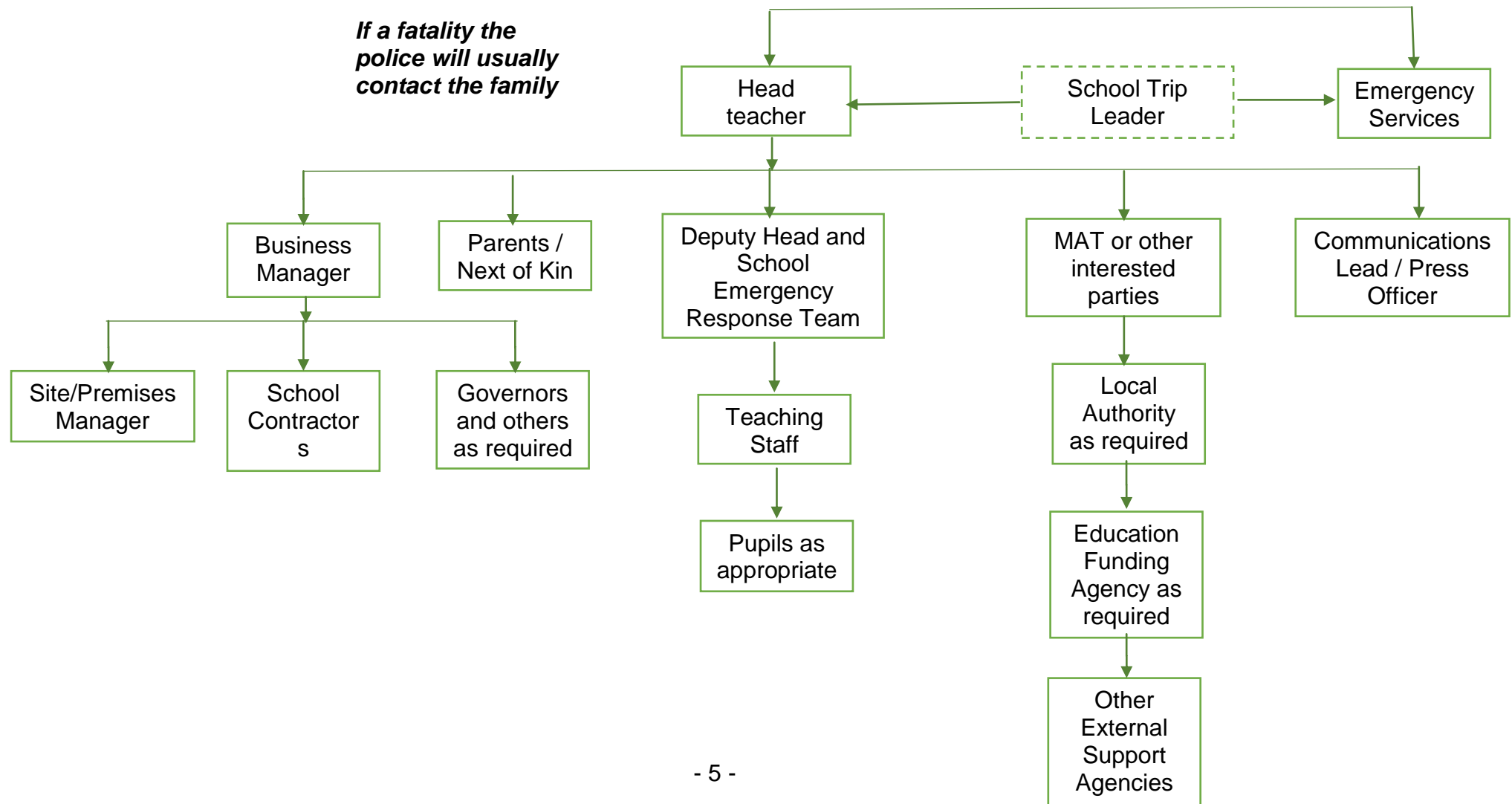
Head teacher	Mrs Kerry Marsh
School Address	Cranbourne Road Newbold Chesterfield Derbyshire S41 8PF
School Telephone No.'s	01246 232370
Location Map	map of school location
Access Roads, alternative/ emergency access	
Access points to academy/school building	
No. of Pupils	189
Age range of pupils	4 - 11
Teaching complement	8 full time staff plus Head 13 TLA
Other info	2 Office staff 1 Caretaker 1 Cook 2 Assistant Cooks

Designated as a Local Authority Rest Centre?	Yes/ No
School has 1 large hall, kitchen facilities, and has capacity to seat/sleep 200 people.	No

Local Hazards/ Risks to academy/school	Location	Potential Impact	Mitigation Measures	Notes
E.g. Major Road				
E.g. River				
E.g. Airport				
E.g. Oil/ fuel storage tanks				
E.g. Chemistry Lab - toxics				

PLAN ACTIVATION

The School Emergency Plan will be activated by the Head teacher [or other person in charge at the time] for incidents affecting the school. For an incident occurring during a trip, the School Trip Leader will activate the plan.



ROLES & RESPONSIBILITIES

School Emergency Response Team (SERT)

The School Emergency Response Team (SERT) has responsibility for activating and implementing the School Emergency Plan. The SERT team should record all decisions and actions in their own [log book](#) and be available for briefings sessions, handovers and emergency de-briefs.

Membership:

- Head-teacher
- SLT
- School Business Manager
- Caretaker
- Chair of Governors
- Vicar

All members of the SERT must:

- have a copy of the School Emergency Plan at home and at School
- be aware of their role and responsibilities, and that of others
- have an on call rota for SERT members

Current list of SERT Members

Name	Role	Contact Number(s)
Kerry Marsh	Headteacher	*****
Helen Burn	SLT	*****
Kimberley Passarelli	SLT	*****
Melanie Smith	SLT	*****
Joanne Brown	School Business Manager	*****
Pam Lister	Chair of Governors	*****

The following check lists are provided to assist the SERT in carry out their roles and responsibilities, it is not intended to be exhaustive as further actions may be required that are specific to the incidents as it occurs.

HEADTEACHER/NOMINATED PERSON IN CHARGE

ACTION	Tick box
<p>On notification of an incident :</p> <ul style="list-style-type: none"> • Start a log Noting: • The time, date and contact details of the informant. • Location of incident • Nature of Incident • Details of possible casualties 	
<p>Assess Situation</p> <ul style="list-style-type: none"> • Administer First Aid where appropriate • Call emergency services if necessary • Consider Evacuation and Shelter strategies if appropriate and identify those that require specific support • Consider closure of the school if appropriate 	
<ul style="list-style-type: none"> • Activate the School Emergency Plan, follow activation flowchart as appropriate 	
<ul style="list-style-type: none"> • Ensure grab bags have been collected if appropriate 	
<ul style="list-style-type: none"> • Account for all staff, pupils and visitors; initiate Roll Calls 	
<ul style="list-style-type: none"> • Call a meeting of the SERT to discuss planning, allocate tasks and agree reporting and communications 	
<ul style="list-style-type: none"> • Inform and liaise with others as appropriate <ul style="list-style-type: none"> - Pupils - Staff - Parents (prepare advice and info). In the case of a fatality, the Police normally break the news to parents/ next of kin. - Chair of Governors - MAT/LA (requests for assistance) - Ofsted if death of a pupil - Others as appropriate 	
<ul style="list-style-type: none"> • If appropriate, arrange a quiet area to receive parents and pupils of the school and ensure someone is there to meet and greet them. • Liaise with Police/MAT/LA to provide trained staff to meet and greet parents as required. 	
<p>Media</p> <ul style="list-style-type: none"> • Liaise with Police to control media access to the school • Liaise with Police and other interested parties before making any comment to the media through your Communications Lead. • Do not speculate and do not allow pupils to speak to the media. 	
<ul style="list-style-type: none"> • Consider future actions e.g. requirements for: rest centres, transport, emergency feeding, de-briefing, recovery, psychological support, Health & Safety, HR & Legal issues etc. 	
<ul style="list-style-type: none"> • Consider arrangements to assist the school in making a speedy return to normality (see Stand down & Recovery section). 	

Senior Leadership Team (SLT)

ACTION	Tick box
<ul style="list-style-type: none"> Obtain as much information as possible from the Head teacher (or person notifying you) about the situation and start a log 	
<ul style="list-style-type: none"> Assist and support the Head teacher to activate the School Emergency Plan 	
<ul style="list-style-type: none"> Seek advice from Head teacher on whether to Evacuate or shelter 	
<ul style="list-style-type: none"> Lead arrangements on safety and welfare of pupils and all adults in the care of the School <p>If directed by the Head teacher :</p> <ul style="list-style-type: none"> Make arrangements for the Evacuation of the School to designated Evacuation point (Identify anyone requiring specific Support) 	
<ul style="list-style-type: none"> Carry out Emergency Roll Call of all pupils and adults in the care of the School 	
<ul style="list-style-type: none"> Keep pupils and staff informed of situation 	
<ul style="list-style-type: none"> Ensure that the Head teacher is advised of all Media requests 	
<ul style="list-style-type: none"> Assist the Head teacher in providing consistent advice / information to parents 	
<ul style="list-style-type: none"> Attend meetings of the SERT as required, and ensure that you receive regular situation updates 	
<ul style="list-style-type: none"> Consider arrangements to assist the School in making a speedy return to normality 	

SCHOOL BUSINESS MANAGER

ACTION	Tick box
<ul style="list-style-type: none"> • Obtain as much information as possible from the Head teacher (or person notifying you) about the situation and start a log 	
<ul style="list-style-type: none"> • Assist and support the Head teacher to activate the School Emergency Plan 	
<p>Telephone as instructed by the head teacher:</p> <ul style="list-style-type: none"> • Emergency Services • Members of the SERT • School governors • Parents • DDAT • Any other interested Parties 	
<ul style="list-style-type: none"> • Prepare and distribute copies of the School Emergency Plan as required 	
<ul style="list-style-type: none"> • Collect grab bag if appropriate 	
<ul style="list-style-type: none"> • Collect emergency funds if appropriate 	
<ul style="list-style-type: none"> • Ensure that pupil records and registers are available (highlight to SERT those who require specific support) 	
<ul style="list-style-type: none"> • Ensure that parental/ carer records and contact numbers are available 	
<ul style="list-style-type: none"> • Ensure that the visitor and pupil signing in/out book is available 	
<ul style="list-style-type: none"> • Lead the office staff in assisting the SERT with the information it needs and the emergency response 	
<ul style="list-style-type: none"> • Ensure regular reporting to the Head teacher and SERT, advise of any contact from the media. 	
<ul style="list-style-type: none"> • Assist Head teacher in provision of consistent advice and information to parents 	
<ul style="list-style-type: none"> • Where possible cancel any planned visits to the school 	
<ul style="list-style-type: none"> • Advise service providers of the interruption to the normal arrangements for provision of goods and services to the school (e.g. catering, transport etc) 	
<ul style="list-style-type: none"> • Attend meetings of the SERT as required, and ensure that you receive regular situation updates 	
<ul style="list-style-type: none"> • Consider arrangements to assist the school in making a speedy return to normality 	

CARETAKER

ACTION	Tick box
<ul style="list-style-type: none"> Obtain as much information as possible from the Business Manager about the situation and start a log 	
<ul style="list-style-type: none"> Assist and support the Head teacher to activate the School Emergency Plan 	
<ul style="list-style-type: none"> Ensure that Emergency Services are able to access the scene of the incident quickly and without obstruction 	
<ul style="list-style-type: none"> Ensure all building and gate keys are available 	
<p>If safe and appropriate:</p> <ul style="list-style-type: none"> Immobilise Gas supply Immobilise Electricity supply Immobilise Water supply <p>(see section on utilities and services for location and switch off points)</p> <ul style="list-style-type: none"> Provide Emergency Services with site plan of school and advise of any hazards 	
<ul style="list-style-type: none"> If required assist with Evacuation 	
<ul style="list-style-type: none"> Be available to liaise with the Emergency services and the Head teacher 	
<ul style="list-style-type: none"> Where possible assist with ensuring the security of the School site 	
<ul style="list-style-type: none"> Ensure that the Head teacher is advised of all Media requests 	
<ul style="list-style-type: none"> Attend meetings of the SERT as required, and ensure that you receive regular situation updates 	
<ul style="list-style-type: none"> Consider arrangements to assist the School in making a speedy return to normality 	

SCHOOL TRIP LEADER

ACTION	Tick box
Before the trip ensure that you have all the relevant information from the British Embassy/Consulate, Foreign Office, Site/Tour Operator, Travel/Coach Company, Insurers and others as appropriate	
Upon notification/ realisation that an incident has occurred:- <ul style="list-style-type: none"> • Assess the situation and take immediate action to ensure the safety of pupils and staff • Establish number and nature of injuries • Administer First Aid where appropriate • Call Emergency Services if required • Be aware that you and others may be suffering from shock 	
<ul style="list-style-type: none"> • Account for all members of the group; Roll Call Dependent on location and circumstance: <ul style="list-style-type: none"> • Keep a record of witnesses • Record events and actions on a log sheet 	
Establish a contact point <ul style="list-style-type: none"> • Telephone Head teacher and SERT duty officer (if outside normal school time) giving clear details of what has happened and who is involved 	
Agree <ul style="list-style-type: none"> • On-going communications mechanism • A member of staff to liaise with the Emergency Services and any other interested parties • Who should inform parents and next of kin of pupils and staff 	
<ul style="list-style-type: none"> • Be aware of the media – do not speak without liaising with the Police or Communications Lead. Ask that students refrain from using their mobile phone and social media to cascade information regarding the incident. 	
<ul style="list-style-type: none"> • Do not discuss legal liability 	
<ul style="list-style-type: none"> • If overseas make arrangements to return non casualties home 	
<ul style="list-style-type: none"> • Ensure next of kin details are readily available, and European Health Insurance Cards (formerly E111 Forms) 	
<ul style="list-style-type: none"> • Assist with arrangements for parents/ families of casualties to visit their young people 	
<ul style="list-style-type: none"> • Ensure continuous liaison with the Head teacher and other relevant interested parties for further action and updates 	
<ul style="list-style-type: none"> • Consider on-going support upon return home 	

CHAIR OF GOVERNORS

ACTION	Tick box
• Obtain as much information as possible from the Head teacher (or person notifying you) about the situation and start a log	
• Assist and support the Head teacher to activate the School Emergency Plan	
• Assist the Head teacher in providing consistent advice / information to parents	
• Inform other governors of the incident and allocate tasks as necessary	
• Attend meetings of the SERT as required, and ensure that you receive regular situation updates	
• Consider arrangements to assist the School in making a speedy return to normality	

Other interested parties (DDAT)

ACTION	Tick box
<ul style="list-style-type: none"> • Obtain as much information as possible from the Head teacher about the situation and start a log <p><i>NB In the case of external emergencies affecting the school e.g. an Industrial accident or widespread flooding, information about the incident should be sought from the Emergency Controller as appropriate.</i></p>	
<ul style="list-style-type: none"> • Assist and support the Head teacher to activate the School Emergency Plan 	
<ul style="list-style-type: none"> • Provide advice and support to the Head teacher to ensure safety /welfare of pupils and all adults in the care of the School 	
<ul style="list-style-type: none"> • Assist the Head teacher in providing consistent advice / information to parents 	
<ul style="list-style-type: none"> • Ensure that the LA are aware of the emergency and are provided with updates if required. 	
<ul style="list-style-type: none"> • Provide assistance with the Media via the Communications Lead or take the role on 	
<ul style="list-style-type: none"> • Attend meetings of the SERT as required, and ensure that you receive regular situation updates 	
<ul style="list-style-type: none"> • Consider arrangements to assist the School in making a speedy return to normality 	

RESOURCES – GRAB BAGS

Newbold Church of England Primary School has an emergency grab bag located within the academy/school building and one located off site at St Johns Church, Newbold Road, in case the main school building becomes inaccessible. Both are securely stored and maintained by the Business Manager.

Emergency grab bag items include:

Contents	Date Checked
Academy/School Emergency Plan (5 copies)	
Contact details for staff and pupils including name, address, telephone number, medical records and next of kin	
Governing body contact details	
Transport, School Meals and other supplier contact details	
Utility Contact details	
Copies of important information e.g. Insurance policies	
Emergency Service Contact details	
Education Funding Agency Contact details	
School Layout/ Drawing	
Building and Gate keys	
Alarm arrangements	
Evacuation and Shelter arrangements	
Backup disk of important information	
Log books, pens and pencils	
Local area map	
Hi-visibility vests for SERT members	
First aid kit and sun screen	
Radios/ mobile phones and chargers	
Keys to place of safety	
Wind up torch	
Wind up radio	
Foil blankets	
Emergency feeding supplies	

EMERGENCY CONTROL CENTRE

The focal point for managing the emergency, and where the SERT will be based, is normally the schools general office. However, if the emergency affects the school building, a decision will be made in conjunction with the emergency services to set up a control centre outside the hazard area.

CONTACT DETAILS

ACADEMY/SCHOOL UTILITIES & OTHER SERVICE PROVIDERS

Utility/ Service	Location	Switch off arrangements	Supplier Name	Supplier Contact Details	Notes
Gas Isolation valve	Boiler House (037 BP)		Corona Energy	*****	
Water Isolation valve	Right hand side of car park near to main road – manhole		Severn Trent Water	*****	
Electricity Control panel	Store cupboard (020 ER)		British Gas	*****	
Telephone Control panel	School Office (010 OF)		BT	*****	
Alarm Control panel	Inside 2 nd entrance door from (009 CA to 041 CA)		ASI	*****	
Catering			Derbyshire County Council	*****	
Transport					

Other....					
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TEACHING & SUPPORT STAFF CONTACT DETAILS

Up to date Contact details are maintained for all pupils with records securely stored (locked cabinet / password protected) both on site in the school Office and offsite at St John's Church, Newbold Road.

OTHER USEFUL CONTACT NUMBERS

External Support	
LEA General enquiries	01629-580000
Derby Diocese Academy Trust	01332-388660
Education Funding Agency	No contact number

Emergency Services	999 Emergency Response 24/7 In an emergency always dial 999
Fire Brigade	999
Ambulance Control	999
Police	101 non-emergency number, available 24/7, calls cost 15 pence no matter what time you call or how long the call takes.

Hospital	Contact No.
Chesterfield Royal	01246-277271

Weather Services	Contact No.
Environment Agency Floodline	0845 988 1188
Met Office Weathercall	09068 500 400 (60p per minute from a UK landline)
Other.....	

Trips abroad	Contact Details
The Foreign Office (links with British Consulates)	(0044) 20 7008 1500

School Support	Contact details
British Red Cross	Donations and memorials advice 020 7235 5454
Child Bereavement Trust	0845 3571000
Child Line	0800 1111
CRUSE Bereavement Care	0870 1671677 or 0117 926 4045
Diocese	01332-388660
Parent Liaison Officer	
Teacher Support Network	08000 562 561 (trained support and counsellors available 24hrs)
The Compassionate Friends	0845 123 2304 or 0117 953 0630 (daily 9:30am- 10:10pm)
The Samaritans	0845 7909090
Other	

SHELTER, EVACUATION AND PERSONAL EMERGENCY PLANS (PEP's)

The decision whether to shelter indoors or evacuate to a safe place will be based on a number of factors including the;

- nature of the emergency
- proximity to the school
- time available to safely evacuate and
- Personal Emergency Plans (PEP's) of pupils with particular needs

The decision may be made by the Head teacher or on the instruction of the Emergency Services. It is important to have pre-planned arrangements for signaling evacuation, shelter and lockdown, and some way of signaling to staff and pupils if they are out of the school building during break or lunch time that they need to return inside immediately.

SPECIAL MEASURES

Intruder

If the hazard is an intruder on the school site then a lockdown of the building will be signaled by **6 short blasts of the bell**. All entrances and exits will be secured to prevent the intruder from entering the school.

Environmental hazard

If the hazard is environmental and external, such as a smoke cloud or suspected chemical leak, ensure that all young people and staff are safe indoors, close all doors and windows and ensure that any ventilation systems are turned off. You should then tune into media (local radio/ TV/ Internet) for public information broadcasts. The key message is '**GO IN, STAY IN, TUNE IN**'.

Fire

In the event of a fire in school hours, the designated person to meet the arriving fire appliances will be the headteacher or in the event of their absence the School Business Manager. This is important to give any critical information, such as exact location of the incident, anyone who may need rescuing (including any school pets) and their location, and any individual hazards (e.g. chemicals) that may be present.

Evacuation, Shelter and PEP proformas can be found overleaf.

EVACUATION SIGNAL

Evacuation of the premises will be signalled by the sounding of the fire alarm.

STAFF ACTION

On hearing the evacuation signal, all staff, pupils and visitors will evacuate the premises calmly and in an orderly manner. All teachers in control of a class will:

- Commence the evacuation of young people in an orderly way
- Lead young people from the premises by the nearest safe route
- Proceed to the assembly point
- Carry out the roll call procedure
- Notify: The headteacher of any persons unaccounted for
- Ensure young people remain at the assembly point
- Await further instruction from the headteacher.

On hearing the evacuation signal:

- School Registers will be collected by: class teachers
- PEP's will be collected by: school office staff
- School Visitors Book and Grab Bag will be collected by: school office staff
- Young people's medications will be collected by: school office staff

The nominated first aid person is: **Kimberley Passarelli / Melanie Smith**

On hearing the evacuation signal, the following staff will shut-down plant or equipment detailed:

Name	Plant or Equipment
.....
.....

On hearing the evacuation signal, all other staff and visitors will:

- Proceed to the assembly point
- Notify: the headteacher of any persons unaccounted for
- Await further instruction from:

VULNERABLE PERSONS

Name	Location	PEP (Y/N)
1)	1)	1)
2)	2)	2)
3)	3)	3)

ASSEMBLY POINT/S

Assembly points are located on the Junior playground.

(detail here and if possible attach a map highlighting assembly point/s, evacuation routes and emergency vehicle access)

ROLL CALL PROCEDURES

The roll call procedures are

Teaching staff to direct children to call their class numbers, and compare with register card from classroom to ensure all children are accounted for. When this is the case, members of teaching staff raise their hand with register card to show all children accounted for.

SHAKE AND WAKE CLUB

Staff in charge of shake and wake clubs will take the following action:

On hearing the evacuation signal, all staff and pupils will evacuate the premises calmly and in an orderly manner. All adults in control of a club will:

- Commence the evacuation of young people in an orderly way
- Lead young people from the premises by the nearest safe route
- Proceed to the assembly point
- Carry out the roll call procedure
- Notify: The headteacher of any persons unaccounted for
- Ensure young people remain at the assembly point
- Await further instruction from the headteacher.

AFTER SCHOOL SERVICES

Staff in charge of extended services will take the following action:

On hearing the evacuation signal, all staff and pupils will evacuate the premises calmly and in an orderly manner. All adults in control of a club will:

- Commence the evacuation of young people in an orderly way
- Lead young people from the premises by the nearest safe route
- Proceed to the assembly point
- Carry out the roll call procedure
- Notify: The headteacher of any persons unaccounted for
- Ensure young people remain at the assembly point
- Await further instruction from the headteacher.

ALTERNATIVE SAFE PLACE/S

Alternative Safe Place/s

Outwood academy Newbold

Highfield Lane, Chesterfield S41 8BA · 01246 230550

<http://www.bing.com/mapspreview?q=outwood+academy+newbold&mkt=en&FORM=HDRSC4>

St Johns Church, Newbold Road S41 8QR

[map to show location of church](#)

Dunston Primary School, Dunston Lane, Dunston, Chesterfield, S41 8EY

[map to Dunston Primary School](#)

TRAVEL TO ALTERNATIVE SAFE PLACE/S

Travel to Alternative Safe Place

Detail here the travel plan for reaching the alternative safe place including any specific control measures required to ensure the safety of young people.

To Outwood academy –

Leave Cranborne Road towards Wimborne Crescent

0.1 mi

Turn right on to Salisbury Avenue

0.1 mi

Turn left on to Lansdowne Avenue

0.1 mi

Road name changes to Lansdowne Avenue

292 ft

Turn left on to Dukes Drive

0.1 mi

Turn right on to Pevensey Avenue, and then immediately turn left on to Highfield Lane

0.2 mi

Arrive at Highfield Lane on the left

If you reach Acres View Close, you've gone too far

Outwood Academy Newbold

Highfield Lane, Chesterfield S41 8BA

Newbold Church of England Primary School

Chesterfield, United Kingdom

Walk west towards Cranborne Rd 125 ft

Turn right onto Cranborne Rd 26 ft

Turn left onto Ringwood Ave 0.1 mi

Turn right towards St Johns Rd/St. Johns Road/B6150 279 ft

Turn left onto St Johns Rd/St. Johns Road/B6150 (St Johns church on opposite side of the road)

Continue to follow B6150 472 ft

Turn right onto Littlemoor 282 ft

Turn right onto Dunston Ln

Dunston Primary School will be on the left

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Contact name at St Johns Church:

Telephone number: 01246 450601 Mobile:

Contact name at Dunston Primary School: Paul Burgess, Headteacher

Telephone number: 01246 450601 Mobile:

SHELTER / INVACUATION SIGNAL

The need to invacuate the premises will be signalled by 6 short blasts of the bell followed by instruction from the headteacher.

INVACUATION LOCATION

The invacuation location is the school hall.

STAFF ACTION

On hearing the invacuation signal, all staff, pupils and visitors will invacuate to the chosen location calmly and in an orderly manner. All teachers in control of a class will:

- Commence the invacuation of young people in an orderly way
- Commence lock down procedures if appropriate
- Proceed to the chosen location
- Carry out the roll call procedure
- Notify: the headteacher of any persons unaccounted for
- Ensure young people remain at the chosen location
- Await further instruction from: The headteacher

On hearing the invacuation signal:

- The school Registers will be collected by: class teachers
- The school PEP's will be collected by: School Office Staff
- The school Visitors Book and Grab Bag will be collected by: School Office Staff
- First aid box will be collected by: Nominated first aider
- Young people's medications will be collected by: School Office staff

On hearing the invacuation signal, the following staff will shut-down plant or equipment detailed:

Name	Plant or Equipment
.....
.....

On hearing the invacuation signal, all other staff and visitors will:

- Proceed to the chosen location detailed above
- Notify: The Headteacher of any persons unaccounted for
- Await further instruction from:

Roll call procedures will be as per the evacuation procedures

SHAKE AND WAKE CLUB

Staff in charge of breakfast clubs will take the following action:

On hearing the invacuation signal, all adults and pupils will invacuate to the chosen location calmly and in an orderly manner. All adults in control of a club will:

- Commence the invacuation of young people in an orderly way
- Commence lock down procedures if appropriate
- Proceed to the chosen location
- Carry out the roll call procedure
- Notify: the headteacher of any persons unaccounted for
- Ensure young people remain at the chosen location
- Await further instruction from: The headteacher

AFTER SCHOOL SERVICES

Staff in charge of extended services will take the following action:

On hearing the invacuation signal, all adults and pupils will invacuate to the chosen location calmly and in an orderly manner. All adults in control of a club will:

- Commence the invacuation of young people in an orderly way
- Commence lock down procedures if appropriate
- Proceed to the chosen location
- Carry out the roll call procedure
- Notify: the headteacher of any persons unaccounted for
- Ensure young people remain at the chosen location
- Await further instruction from: The headteacher

PERSONAL EMERGENCY PLAN (PEP)
<p>Name of individual</p> <p>Staff/Student/Visitor (delete as appropriate)</p> <p>Location</p>
NATURE OF DISABILITY
AWARENESS OF ALARM PROCEDURES
<p>State how the individual is to be made aware of the alarm actuation procedure to be followed if they have any difficulties in hearing or understanding the procedure</p>
EVACUATION/INVACUATION PROCEDURE
<p>On hearing the evacuation/invacuation signal</p> <p>Evacuation to on-site assembly point</p> <p>Invacuation to a safe area within the building</p> <p>Evacuation to the alternative place of safety off-site</p>
DESIGNATED ASSISTANCE
<p>Detail here the names and contact details of those who have been designated to assist the individual:</p> <p>Name</p> <p>Location in building</p> <p>Name</p> <p>Location in building</p>

Training provided to these individuals in their roles:

WELFARE ARRANGEMENTS

Detail here the arrangements for ensuring the well-being of the individual if having to remain at the assembly point or place of safety

BOMB THREAT

Although bomb threats usually turn out to be hoaxes, they must always be taken seriously. It is important that reception staff receiving the call know what questions to ask the caller so they may pass on as much information as possible to the Police.

Possible actions/ prompt card

Action	Tick
1. Stay calm	
2. Let them finish the message without interruption. Try to record <u>exactly</u> what they say, especially any codeword they might give Message:	
3. Make a note of: <ul style="list-style-type: none"> • The exact time of the call: • The callers sex and approximate age: • Any accent the person has, or any distinguishing feature about their voice (e.g. speech impediment, state of drunkenness) • Any distinguishable background noise 	
4. When they have finished the message, try to ask as many of the following questions as you can, being cautious to avoid provoking the caller: <ul style="list-style-type: none"> • Where is the bomb? • What time is it due to go off? • What does it look like? • What will cause it to explode? • Why are you doing this? • What is your name? • What is your address? • What is your telephone number? 	
5. Dial 1471 – you may get the details of where the phone call was made from, especially in the case of a hoax caller	
6. Report the call to the police and the Head teacher/ nominated deputy immediately. In the extremely unlikely event that there was a code word with the message, and the location of the bomb was given as a location other than the school, follow the same procedure – report the call immediately to the police, and then notify the Head teacher.	

SUSPICIOUS PACKAGES

The likelihood of an school receiving a postal bomb or suspected biological/ chemical package is very low; schools should however be aware of the immediate steps to be taken if they receive a suspicious package, or come into contact with a biological or chemical substance.

Postal bombs or biological/ chemical packages may display any of the following signs:

- Grease marks or oily stains on the envelope or wrapping
- An unusual odour including (but not restricted to) almonds, ammonia or marzipan
- Discolouration, crystals on surface or any powder-like residue on the envelope or wrapping (suspect biological/ chemical threat)
- Visible wiring or tin foil
- The envelope or package may feel very heavy for its size
- The weight distribution may be uneven
- Delivery by hand from an unknown source or posted from an unusual place
- If a package, it may have excessive wrapping
- There may be poor hand writing, spelling or typing
- It may be wrongly addressed, or come from an unexpected source
- No return address or postmark that does not match the return address
- There may be too many stamps for the weight of the package

If you suspect that a letter or package may contain a **bomb**:

Instructions	Tick
Stay calm	
Put the letter/ package down gently and walk away from it	
Do not put the letter or package into anything (including water) and do not put anything on top of it	
Ask everyone to leave the area (including classes if necessary)	
Notify the police and Head teacher/ nominated deputy immediately	
Do not use mobile phones or sound the alarm using the break glass call points as this may activate the bomb.	

If you suspect that a letter or package may contain a **chemical or biological threat**:

Instructions	Tick
Stay calm	
Do not touch the package, leave it where it is	
Shut windows and doors in the room and leave the room, but keep yourself separate from others (to avoid contamination)	
Notify the Head teacher/ deputy immediately	
Notify the police immediately on 999	
Ensure that any air conditioning system in the building has been turned off, and that all doors (including internal fire doors) and windows have been closed.	
Evacuate the building, keeping people away from the contaminated room as far as possible	
Keep all persons exposed to the material separate from others and available for medical attention	
Anyone experiencing symptoms of chemical exposure (e.g. streaming eyes, coughs and irritated skin) should seek medical attention immediately	

If anyone believes they have been exposed to biological/ chemical material, they should be encouraged to:

- Remain calm
- Avoid touching their eyes, nose and any other part of their body
- Wash their hands in ordinary soap and water where facilities are provided

SEVERE WEATHER PROCEDURES

Schools are expected to remain open in all but the most extreme circumstances.

Monitoring

The Senior Leadership Team will be responsible for monitoring www.metoffice.co.uk and providing weather updates to the SERT.

Decision to Close the School

The Head, or in their absence, Senior Leadership Team, will take the decision to close the school after making an assessment of the situation and in consultation with the Chair of Governors.

Where the emergency services determine that the school should be closed, the Head/SLT/Chair of Governors will adhere to this request.

Communication arrangements with parents and staff regarding closure & re-opening of the school

- **Inside academy/school hours**

School Facebook Page
Teacher2parents text messaging service
Email alerts
Peak 107 radio station

- **Outside academy/school hours:**

School Facebook Page
Teacher2parents text messaging service
Email alerts
Peak 107 radio station

SCHOOL EMERGENCY CLOSURE PROCEDURES

SCHOOL EMERGENCY PROCEDURES/DISRUPTION

ACTION TO BE TAKEN BY HEADTEACHER (OR SLT)

- Notify relevant people if your establishment is closed, partly closed or opening or closing at a different time in the event of:
 - extreme weather – snow, flood;
 - facilities issues – boilers, drains;
 - widespread sickness or epidemic – swine ‘flu’, diarrhoea and vomiting;
 - other event – strike action

Make decision as early as possible to enable communication to staff, parents, carers and pupils

Via school facebook Page, Teachers2parents text messaging service, Email arts and peak 107 radio station, school office staff will alert parents of updates to school closures:

- State whether full or partial closure, if partial, which classes are affected
- If changes to opening times, please detail
- Whether there are changes to access – e.g. Use side entrance only
- Notify school staff of the expected closure period and whether or not they are required to report to the school.

Call radio stations, Transport provider etc.

- Ensure that the telephone at the school is manned within normal hours – staff answering telephones should be briefed on information to be given to parents.
- Notify suppliers and contractors (failure to do so may result in penalty payments being levied by contractors).
- If possible, update the front page of your website with the current situation.
- Ensure you update your status as early as possible each day.

Preparation

- The school has a plan of action to cope with disruption, and this is circulated to all associated staff.
- Operation of a telephone cascade system is in place.

- A responsible person with ready access to the building is designated for emergency situations in the event of the Head experiencing difficulties of any sort in reaching the site. (Joanne Brown – School Business Manager)
- Parents will be advised that during severe weather conditions, they should listen to the local radio station and check the school website for information about alterations to the pattern of school provision.

ACTION TO BE TAKEN BY SCHOOL

1. Agree how to

- Handle out of hours calls from members of the public.
- Notify the press office emergency co-ordinators of any issue.

2. Press Officer/Nominated Communications Lead

- Relay email updates at stated intervals to local media

Email frequency:

- Hourly before 07:00am,
 - At 15 minute intervals 07:00am to 08:30am
 - At hourly intervals until 10:30am
 - As changes occur after 10:30am
-
- Organise press statements/interviews

3. DDAT

- From 9.00am any phone calls should go through to DDAT.
- Provide advice and liaison with School.

GUIDANCE

1. SCHOOLS.

Decision to Close or Reduce the School Day

- The decision to close a school must be taken by the Head teacher, or in their absence the most senior members of staff present, in consultation with the Chair of Governors.
- Any decision to close a school must take into account:
 - a) The school will make every effort to remain open even where the number of pupils and staff present are less than normal and alternative lessons/tuition arrangements have to be provided; and
 - b) the safety of pupils - young people of primary school age will never be sent home without a parent/carer in an emergency situation. If pupils cannot be collected from school or it cannot be confirmed they can access a place of safety the school will continue with supervising pupils in a safe place.

Staff

The School expects all its employees to make every effort to get to work even when there are difficulties with private and public transport. It is for the Head teacher to decide whether the reasons given by teaching staff for their inability to arrive at school are reasonable, and depending upon this decision, notify on the absence forms whether the absence is to be with or without pay. Notification of absence for non-teaching staff should be through normal channels.

MEDIA

Schools will liaise with the Police and DDAT/LA etc. before making any comment to the media. Requests for comment should be referred to a Communications Lead who can be contacted on xxxxx xxx xxx . Out of hours, contact can be made through xxxxx xxx xxx.

The Communications Lead will liaise with the Head teacher and Police to agree the appropriate response. The single point of contact will take the lead, produce press statements on behalf of school and attend press conferences taking much pressure off the school and Head teacher who may be busy managing the emergency. Where circumstances dictate that it is appropriate

for the Head teacher to address the media directly, they will seek competent advice and guidance.

COMMUNICATIONS

Communications – External

Communication systems are put under enormous pressure in the immediate aftermath of an incident, but are vital to ensuring a well-managed response. The main school line may quickly become jammed with incoming calls. If this happens it may be necessary to have alternate numbers for communications and direction to websites etc. for updates.

For schools to maintain communication with DDAT, local authority and emergency services other lines not generally known to the public (kitchen phone, mobile phones), which could be used in an emergency should be pre-identified and mapped on the schools site plan.

Communicating with Parents

An early decision should be made about how to inform parents, bearing in mind the speed with which rumours circulate. However in the case of a fatality, the police will normally inform the parents or next of kin of the young people or staff involved. The Police will advise schools what incident details can be given to parents.

If an emergency happens at school or the school needs to close for another reason e.g. severe weather, it is likely that concerned parents will try to telephone the school to get further information which may hamper the school in trying to deal with the incident itself. In order to deal with this the office staff will set up the main school line to answer machine with a pre-recorded message and direction where they can obtain further information.

Concerned parents may also turn up at the school unannounced which may cause traffic congestion and create difficulties for the emergency services trying to access the school. School should discourage parents from turning up at the school without appointment.

Newbold Church of England Primary School will routinely inform parents of the school's emergency procedures in order to reassure parents that the school is well prepared to cope in the event of an emergency incident. Communications will include how parents might hear about an incident and what they should do. A reminder will also be included about the importance of notifying the school of any change in contact details.

Methods of informing parents could include:

- Email or text messages
- School Website
- Police Website

- Telephone
- Local Radio
- Notices on the academy/school gate/ fence
- Person at the entrance to the school to explain issues

SAMPLE LETTER TO PARENTS FOLLOWING A MAJOR INCIDENT

Dear Parent

Re: Incident (specify incident e.g. coach crash, explosion) on *date at location*

This is to inform you that, following the [incident] affecting pupils from this school, the school will remain closed for a number of days. The earliest date on which it will reopen will be [date].

Information on the position at the school and when it will reopen will be posted on the schools website XXXXX.

Please do not telephone or drive to the school. Telephone lines and access roads need to be kept clear for essential personnel.

We recommend that pupils stay close to home during this difficult time.

Yours sincerely,

Head teacher

REST CENTRE – SCHOOL SUPPORT FOR EXTERNAL EMERGENCIES

Occasionally there may be emergencies that require members of the community to leave their homes and be temporarily accommodated in a place of safety. Such emergencies are typically floods, chemical releases or risk of explosion.

In these eventualities, it is the responsibility of the local authority to find somewhere for them to go where they can eat, sleep and rest normally up to 48hrs before going home or being accommodated elsewhere.

These temporary centres (referred to as rest centres) are often set up in secondary academies/schools, as they have the basic facilities required. For example they tend to have fully equipped kitchens, a combination of large rooms for use as communal spaces and small rooms where people can be quiet (useful for such purposes as baby feeding, crèche, advice and religious observance).

Should Newbold Church of England Primary School be needed as a rest centre, a Senior Officer/ member of the Emergency Planning Team, Local Authority, will be in contact with the school office (in school hours) or a keyholder (out of hours) to ask to gain access to the school.

The management of rest centres will be undertaken by trained council and other personnel, but may require some support from the site/premises manager in order to find the necessary equipment and furniture, and control access to rooms etc.

In general, however, the school staff's focus will be on finding a way to ensure that the business of the school is disrupted as little as possible.

BUSINESS CONTINUITY

Business continuity planning is the process involved in ensuring that a business or organisation can continue to deliver its critical services during and after an emergency. In the case of schools, this is the continuance of pupils' education and the measures that need to be put in place to ensure that this is possible.

Business Continuity Issues

- Loss of School Building

This may be a total loss of the building, due to a fire or flood for example, or it could be a temporary exclusion, for example, the school boiler breaking down in winter necessitating a closure.

- Staff / Pupil shortage

This is usually as a result of some health issue making it unsafe for the school to open for example; meningitis, legionnaire's disease or pandemic 'flu outbreak. In such circumstances schools should follow department of health advice.

PANDEMIC 'FLU

Pandemic 'flu is a global disease outbreak of a new influenza virus that spreads rapidly and causes serious illness in a large number of people. Detailed guidance can be found on the [Health Protection Agency](#) and [Department for Education](#) websites including advice on infection control.

Decision to close

Guidance on widespread academy/school closures in a pandemic will be issued by central government and communicated to academies/schools via local authorities. The final decision to close will still rest with the Head teacher and governing body. Closures should be communicated to the Local Authority and include details of how many pupils are affected.

Expectations

Staff would generally still be expected to work if able to do so, even if the school was closed to pupils.

Plans/ procedures to continue educating pupils remotely:

Outwood Academy – Principle – Steve Roberts 01246230550

LOG KEEPING

Any emergency incident affecting the school may afterwards become the subject of a detailed inquiry. It is important that accurate written records are maintained.

Each member of staff involved in dealing with the emergency should keep a log as in an emergency things can happen very quickly and it is unlikely that staff will remember everything that has happened unless they write it down as soon as possible.

A sample log sheet can be found below.

NB

- Note all relevant facts in chronological order
- Record important statements, questions, comments, answers, reasons for decisions etc
- Sign, date and time each series of entries
- Check log for mistakes immediately afterwards
- If you make a mistake, cross it out with a single line (so that underneath is still visible) and initial it
- Do not tear out the pages
- Do not leave blank spaces – or if you do, rule them out with a line
- Do not over write – if you make a mistake cross it out, initial it and start again
- Do not use correction fluid

Emergency *log sheet*

Log keeper _____

Page number _____ Date _____

Serial	Time	Message	Contact No.	Action	Signature

STAND-DOWN & RECOVERY

When the emergency services have left the incident site, the school can begin the recovery process (the process of rebuilding, restoring and rehabilitating the school following an emergency). In the case of a long-running emergency however (e.g. the disappearance of a pupil), the recovery will need to be considered alongside the response to the emergency.

There may be formal inquiries or even police investigations into the incident, which may continue for some time, and require the co-operation and support of school staff, pupils and parents.

Possible Stand down & Recovery Actions;

As soon as possible after the emergency.....	Tick
Visit injured pupils/ staff	
Liaise with parents regarding plans for attendance/ representation at memorial services	
Arrange debriefing meetings for staff and pupils	
Arrange debriefing meetings for the head teacher and School Emergency Response Team (SERT)	
Identify and support high-risk pupils and staff	
Promote discussion of the emergency in class	
Consider the need for individual or group support	
Help affected pupils and staff to return to school	
Seek advice on legal issues from academies/schools legal provider	
In the longer term.....	Tick
Arrange an incident debrief for staff who were involved in the response	
Initiate a review of the School Emergency Plan, evaluating the schools response and incorporating any lessons identified	
Consider Financial and Insurance implications	
Consider public relation issues (was the school at fault? Etc)	
Consider on-going communications with parents	
Consult staff and decide how to mark anniversaries	
The impact of some incidents can continue for many years, so thought may need to be given to ongoing identification and support measures for both pupils and staff who are affected	
Remember that legal processes, enquiries and news stories may bring back distressing memories and cause upset within the school	
Remember to make any new staff aware of which pupils/ staff were involved and how they were affected	

DEBRIEFING

There are two recognised forms of debriefing which can be valuable in dealing with the aftermath of an incident. These are

- Psychological debriefing (also known as critical incident stress debriefing) – a useful way of helping people to come to terms with an incident, carried out by a trained specialist
- Post-incident debriefing – concentrates on learning lessons which will help the school improve plans and procedures to deal more effectively with an incident in the future.

POST-INCIDENT CARE & WELFARE

Post-incident care is aimed at helping individuals to understand their feelings following an emergency in order to reduce the possibility of them developing post-traumatic stress disorder. Some frequent and normal reactions to a traumatic incident include; fear, guilt, anger, confusion, withdrawal, aggression, nervousness and depression.

Support is available from

- External counselling services
- Charities

ROLES & RESPONSIBILITIES OF PARTNER AGENCIES

Police

- Overall control of the emergency response
- Media relations
- Contact with bereaved families
- Criminal investigation

Fire & Rescue Service

- Fire fighting
- Life saving and rescue
- Chemical spillage clean-up

Ambulance Service

- Emergency medical response
- Transportation of casualties to hospitals
- Access to other health services

Trade unions

- Information resource & support services for members
- Health & Safety responsibilities (consultation, investigation and joint inspection)
- Will be informed by health & safety staff of incidents causing/ threatening injury

TRAINING & EXERCISE RECORD

TRAINING

Training Date	Training Title	Areas covered	Attendees

EXERCISE - a simulation to validate an emergency plan, rehearse key staff or test systems and procedures

Live exercise – a process of validating an emergency plan by physically acting out the response to a simulated emergency (e.g. a fire drill evacuation would be a small scale live exercise).

Table top exercise – a process of validating an emergency plan by making decisions based on a simulated emergency, but not physically acting out the response.

Exercise Date	Exercise Title	Brief details of Exercise	Aspects of plan tested	Lessons learned & actions to be taken forward	Participants

PLAN ADMINISTRATION

This plan is owned by Newbold church of England Primary School

Contributors in updating this planning template include:

Name	Position	Sections Updated	Date completed
E.g. J. Smith	Year 5 Teacher	Pandemic 'flu	

Outstanding sections that need updating

Section	Allocated to	Target date for completion
e.g. School overview & risks	Head teacher	Jan 2016

Plan Distribution

Copies of the School Emergency Plan have been distributed to:

Name	Role
	All SERT Members
	All Teaching Staff
	All Support Staff
	MAT Emergency Management Unit
	All School Governors
	Other.....

Updating the Contents Page

When you have finished making your amendments/ additions to the plan, to update the contents page;

- Right click on your mouse
- Select 'update field'
- Select 'update entire table'
- Click 'ok'

Review period

This plan, and related plans, must be reviewed on at least an **Annual basis** or

- As a result of staff/ pupil changes or
- Following an exercise (incorporating lessons learned)
- Following any material change

Date last reviewed:

Plan Version:

Signed off by:

USEFUL LINKS

The Met Office

<http://www.metoffice.gov.uk/education/>

The Environment Agency (information on flooding and guidance on developing a flood plan for your school)

<http://www.environment-agency.gov.uk/130029.aspx>

Department of Health

www.dh.gov.uk

CRUSE Bereavement Care 0870 1671677

www.crusebereavementcare.org.uk

Dunblane: A place of learning

Available to order, priced £7.50 from:

Stirling Council

Young people's Services

Viewforth

Stirling

Scotland

FK8 2ET