

Hutton Cranswick CP School



Together We Achieve

Emergency Procedures Policy

Date Completed: January 2019

Review Date: January 2020

Emergency Procedures Policy

Introduction

This policy aims to anticipate some of the emergencies that may mean the school is unable to function effectively and the measures in place to mitigate any problems arising from such incidents.

Types of Critical Incidents

Some incidents can be critical. These are as follows:

1. School closure due to weather / power cut / flood / similar
2. Fire procedures
3. Bomb threat / terrorist threat
4. Intruder on site during school opening times who may carry a potential danger to the school.

1. School closure due to weather / power cut / flood / similar

In the event of a closure before school opening hours due to the above situation/s, the Head Teacher will ultimately provide a decision whether the school remains open / closed. The Head will notify relevant persons connected with the school, and will also contact local radio stations and arrange for notice on the school website in the 'news' section and by the school APP to inform parents. The Head Teacher will also notify the Local Authority if there is a closure. It is noted that staff should, when possible, still make every reasonable effort to come to school in the event of a closure. If staff are asked to stay away from school e.g. a heavy snowfall, it is expected that school work would be done based at home.

Emergency procedures requiring evacuation of the building

In the event of an emergency occurring whilst children are at school, every effort to 're-house' children within the school will be taken. If an enforced closure during the day is required, children's parents will be contacted by office staff/teachers to be collected. If certain children cannot be collected and the school is unusable - see contingency measures stipulated below. The Chair of governors will be informed of the situation once safe action has been taken.

Contingency measures

Adults and children will be evacuated to St Peter's Church in Hutton. The school will contact the key holder to open up or the key will be collected on route to the church. The contact box, registers and visitors' book would be taken from school by the admin team so that parent/carers could be informed. If it is not possible to make parental contact, children will remain in the church until it is safe to return to the building or the child is collected.

Alternative evacuation destinations are the SRA buildings in Hutton or the WI Hall in Cranswick. If the building is not in use, key holders would be contacted to open up. If it is not possible to make parental contact, children will remain in the SRA buildings or the WI Hall until it is safe to return to the building or the child is collected.

Should it prove impossible to gain access to any alternative refuge, children would remain at the top of the village eg on the Green, provided they are in year groups and accompanied by a member of staff or parent. A list of children and locations would be given to the services officer in charge of the situation.

Fire Procedures

Fire drills are held termly and recorded each time. All exit routes are marked and staff are aware of their responsibilities in such a situation. Arrangements for care of children in the event of a fire require children to move to the playground and if necessary the field or off site as detailed above. The procedures for a fire drill are also contained in the Health and Safety Policy. All staff are reminded of procedures through Housekeeping meetings following each termly Fire Drill.

2. Bomb threat/terrorist threat/explosion

Sources of threat:

Telephone calls: The most common form of notification of a bomb is that of a telephone call from the organisation concerned. If the School receives such a call then the Immediate Actions listed below should be carried out.

Packages Causes for concern: Suspect packages could be delivered to the School. See Annex A for Aids to Detection. Equally unidentified packages left on the premises may give cause for concern. In all cases staff should not hesitate to question why the package is there and should equally not hesitate to carry out the Immediate Actions if their concerns are not IMMEDIATELY allayed.

Email: This form of notification of a bomb is the latest form from the person/organisation concerned. If the School receives such an email the police will be contacted and if appropriate the Immediate Actions listed below will be carried out.

Immediate actions in school hours:

The following actions will be taken in the event of a threat occurring during the school day:

1. Evacuate the School using the fire evacuation procedure. Any evacuation route should avoid passing the location of the suspect package. As soon as the roll call is complete, move the children to the back of the field and contact locations detailed in contingency measures above.
2. If the roll call is incomplete, one or two volunteer members of staff will search for the missing pupils or adults.
3. Ensure that no packages, bags or other possible bombs are removed during the evacuation unless staff are positive that the item has been in their personal possession since leaving home that morning.
4. Call the Police by dialling (9)999 or via mobile device 999. Give as many details as possible, using the aide memoir in Appendix A.
5. Under no circumstances are children or staff to re-enter the school once everyone has been accounted for until the Police confirm that it is safe to do so.

4. Intruder on site during school opening times who may cause a threat

In the event of the above occurring, the safety of the pupils and staff will be the overriding priority. Entrance to the school building is through the front doors only opened from inside door which minimises such a situation arising in the interior. However, access to the playground and field is, as with all schools, more accessible. All gates are closed during the day although main access gates need to be unlocked for deliveries and emergency service access.

If the intruder does not appear to show any visible signs of physically endangering anyone, he or she (at a distance) should be asked to leave by the Head Teacher / Senior Teacher. If a response is not immediate, a further request will be made and the admin team should make immediate contact with the Police.

If an intruder presents any physical danger, or there is any slight concern, he or she should not be approached by staff unless it is in direct protection of a pupil. The police will be contacted immediately. In any case, all children should immediately be removed to the interior of the school where they should remain until safe to be outside again.

If children are playing outside, and staff need to get them inside quickly, a whistle will be blown for three long whistles. All children are trained to freeze and listen to instructions. The children will be told to walk quickly and silently into their usual entrance. One of the staff members on duty will alert staff to quickly return to their classrooms to take registers.

Once in the building, depending on the situation a partial or full lockdown will be decided. The signal is the words 'partial lockdown' or 'full lockdown' – no codes, no explanations, staff should react without question.

Partial Lockdown - Definition - all remain inside the building they are in, lessons continue (inside only) and no-one exits any building, including staff. Doors, windows and blinds closed.

Full Lockdown – Definition - doors, windows and blinds closed. Lights and computers turned off, mobiles to silent, staff and pupils sat on floor and under desks if possible, away from windows/doors and out of sight as much as possible, silence maintained, doors barricaded with furniture if appropriate but ensuring escape route exists.

If the children are already in the building when the threat is posed three long whistles will be sounded at different points in school to ensure the children remain safe in their classrooms and no children or staff leave the building. The whistles will be blown at the following points - Computing suite (to notify Y5/6), KS1 Library (to notify Y1/2), Year 3/4 corridor (to notify Y3/4) and the hall stood in the Reception class doorway (to notify children in the hall/ Reception). If children are in the Computing suite they will go into the Year 6 classroom. If children are in the hall they will go into the Reception classroom. Whistles will be blown by the Admin Officer (Computing suite), School Business Manager (Hall followed by KS1 library) and the Head Teacher (Y3/4 corridor).

A member of SLT or the admin team will advise each class individually of the decision to lift lockdown.

Receiving services

If an ambulance/fire engine needs to attend the school in an emergency, the full address must be given. A named adult would ensure the school gates are open and would wait to direct the ambulance eg to any injured party.

Reporting Incidents

All incidents of crime and losses are recorded in the Incident File, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police are notified. A review of incidents over the year should be distributed to the Governors.

Review of Policy and Procedures

The Leadership and Management Committee of the Governing Body reviews this policy and the procedures on a two yearly basis. This policy will be reviewed every two years or as required by legislation

Appendix A

Telephone calls and emails

Start the evacuation during the call if there is another person present to do this. Think about the call/email:

- Did the caller/email use a codeword – the Police have access to the current list and can verify if it is a genuine codeword or a hoax
- Content of the call/email – location of bomb, time of detonation
- Was the caller male or female
- Did they have a pronounced accent
- Background noises
- Reason for the call
- Time permitting, try 1471 and see what number is returned!

Packages and vehicles

If you are suspicious – DO NOT TOUCH OR HANDLE THE PACKAGE IN ANY WAY.

Unfortunately, it is often the touch or feel of the package that gives rise to suspicion. If you have inadvertently picked up the package, place it gently onto a firm surface where it can be clearly seen by Bomb Disposal Officers and LEAVE THE ROOM IMMEDIATELY.

When contacting the Police tell them:

- Who you are and your job title
- Where you are calling from and the phone number
- Why you are calling: Telephone threat Give all the information you have gleaned from the call Packages & vehicles
- Where the package is (details of location) and why you are suspicious of it
- Package size/bulk, appearance, smell and greasy marks, visible features (wires etc), address to?, postmark
- Is recipient a likely target
- When was the package found, and was any warning given
- Who found it
- What precautions are being taken

Appendix B Aids to Detection of a device

A list of pointers to look for in determining whether a package or letter is suspect include:

- a) **Excessive Wrapping** The bomber will want to ensure that the device arrives at its intended destination intact and undamaged. Excessive sticky tape, string and padding may be used to achieve this.
- b) **Gummed Flap Completely Stuck Down** To ensure that the package does not open accidentally in transit, the gummed flap on the envelope, usually only partially stuck down, may be completely stuck down so that there is no un-gummed gap at the sides.
- c) **Stiffness** A letter device requires a solid (i.e. stiff) base on which to mount the components (i.e. battery, detonator, circuitry etc.) Note: items must not be rattled or flexed if thought suspicious.
- d) **A Second Envelope** Attempts to bypass the screening system may be made by the use of a second envelope, which is tightly taped or tied with string, and addressed personally to the intended victim.
- e) **Heavy/Lopsided** The components of devices (e.g. batteries, explosive) are often quite unexpectedly heavy. They can be unevenly distributed which can make the package lopsided.
- f) **Un-typed Address** It is unusual for envelopes or packages containing official or business mail to be un-typed, particularly if block capitals are used.
- g) **Foreign Style or Layout** Some countries write with a distinctive style, particularly if their native language, such as Arabic, does not use the Roman alphabet. In some countries it is the practice to write addresses in a different order – e.g. the name of the town is put above the street name and the number of the house or flat appears at the end of the line.
- h) **“Letraset” or “Unistencil”** People who cannot type or do not have access to a typewriter and wish to conceal their identity sometimes use these.
- i) **Excessive Postage** A bomber will want to ensure that a device sent by post will not be held up by the Royal Mail or, worse still, rejected by the recipient because insufficient postage has been used. Therefore, to avoid going to a Post Office to obtain the correct postage (an action which might subsequently result in his being identified), he may use an excessive amount of postage. Extravagance of this sort is unusual with Government Departments and commercial organisations.
- j) **Errors in Address** Bombers often do not have accurate details of the names, titles, appointments, honours and addresses of their targets. Bad spelling is also common.
- k) **Unusual Postmark** Devices are often sent from foreign countries and places in the UK, which fall outside the areas from which mail is normally received.
- l) **Franking and Stamp Incompatible** Sometimes packages with stamps from other parts of the UK or even foreign countries are posted in England and therefore bear franking which does not correspond to the stamp's place of origin.
- m) **Protruding Wire or Tinfoil** It is possible that a piece of protruding electric wire or tinfoil from an Improvised Explosive Device will have pierced the wrapping in transit and is visible.
- n) **Grease Marks** If not properly wrapped in a greaseproof wrapping, some types of explosive exude a liquid or vapour, which can appear as a grease mark on the outside of the package.
- o) **Pinhole in the Wrapping** Some devices are armed after the package has been sealed. This can leave a small hole in the wrapping through which the arming wire has been pulled.
- p) **Strange Odour** Some explosives give off an unusual odour, which can often be smelt by sniffing the outer wrapping of the package. Some explosives smell like almonds or marzipan.