



Lanesend Primary School

Emergency Plan

Signed: **Date:**
(Headteacher)

Signed: **Date:**
(Chair of Governors)

Review Date: May 2019 (Yearly)

Reviewed By: Headteacher and Full Governing Body

Lanesend Primary School Emergency Plan

This plan supports the Business Continuity Plan.

Definition

'An event – or events – usually sudden, which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures and which is likely to have emotional and organisational consequences.'

Aims

- Create an awareness of the need for planned arrangements to be made.
- Provide re-assurance of the practical help that is available from the school and Trustees and Members.
- Pass on advice based upon previous experiences.
- Give guidance on other source of information and help.

Scope of the Plan:

In School:

- Incident at a neighbouring provision – Lanesend giving mutual aid.
- Serious health hazard internally or externally eg Chemical or toxic substance release.
- Disease, epidemics or pandemics (guidance on widespread school closure would come from central government).
- Where a significant number of staff are absent due to illness, or a large number of children (10%+) are affected by illness, advice should be sought from the Health Protection Agency.
- A deliberate act of violence, or assault in school including the use of a knife or firearm.
- A school fire, flood or explosion.
- Flooding.
- Severe weather damage or high risk of severe weather damage (see School Closure).
- Bomb threat, receipt of a suspicious package or terrorist incident.

- Civic disorder.
- A child or teacher being taken hostage/abduction or kidnapped.
- The destruction or serious vandalizing of part of the school or an area of building collapse.
- Contractor failure resulting in loss of essential commodities eg water, heating.
- The death, or serious injury, of a child or member of staff through natural causes, suicide or accidents.
 - The request to school to 'hold' children beyond the normal end of the school day (police etc making request due to incident locally).

Incidents during Offsite Activities:

In respect of school trips and visits guidance is available from the DFE good practice guide Health & Safety of Children on Educational Visits, also see School Trips Policy. Offsite risk assessments **must** be undertaken for all offsite activities.

For all emergencies, the Headteacher or Deputy Headteacher must be notified immediately (following calls to emergency services). Families of children involved **must not** be contacted prior to the Headteacher being spoken to.

Residential visits – The adults who are attending the residential visit must meet prior to the visit to go through all emergency procedures and risk assessments. The Headteacher or Deputy Head must be present at this meeting.

Calling Police – Emergency Services

If an incident occurs which requires an immediate response from emergency services, then call

9-999

Lock Down Procedures

In the case of an emergency which requires a 'lock down', a signal of three short alarms will be given, if it is safe and able to do so, or a verbal signal will be given, if it is safe and able to do so. The alarm is located in the key cupboard in the main office and the key has to be placed to the manual setting. Staff and children will return immediately to their classroom where a register will be taken. The hall will be evacuated. Staff will notify the Headteacher via email immediately if anyone is missing, if it is safe and they have the means to do so. Doors will be locked by adults in the vicinity of each area, if it is safe and they are able to do so.

The school will remain locked and everyone will remain in their classes until the Headteacher informs that staff and children may be released by the alarm sounding again, three times.

If any staff and/or children are offsite, they will be contacted and instructed not to return to school until they are told that it is safe to do so.

Run, Hide, Tell

In the event of a gun or knife attack, children and staff will be advised to run, hide and tell. Teachers and staff will be advised on how to evacuate the building, where to hide and what information to tell the Police. Staff should exit the building via their first exit, insisting that others come with them. They will leave all belongings behind and run to a safe distance. If it is not possible to move to safety, then the advice is to hide. Children and staff should consider their exits and escape routes when choosing a hiding place; avoiding dead ends and bottle necks and staying away from doors. They need to lock and barricade themselves in, move away from the door, be very quiet and silence any phones. When the police arrive, they will be very firm with you. Do exactly as they say.

The Threat of a Chemical Disaster / Attack

In the event that the school was given warning of a chemical emergency, we would contact all families via text messaging to collect their children within a specific time frame, for example thirty minutes. After this time has passed, all remaining children and staff will make their way to an appropriate room to accommodate the numbers of children and staff remaining on site. A dynamic risk assessment will be carried out by the Headteacher to determine how many staff are needed to remain on site for the remaining children. Staff members with children in school will be permitted to take their children home. Prior to lockdown, staff members will be asked to collect as many containers of water and food supplies that are available on site, as well as first aid kits and buckets for the use of toileting. Mobile phones and a laptop will need to be available within the room. The Site Manager will provide tape and materials to seal as many windows and doors as physically possible. In the absence of the Site Manager, the Headteacher will allocate a member of staff to do this.

Once staff and children are locked down, the doors will remain shut even if families turn up to collect their children. We will contact the Police and Emergency Services to inform them of our whereabouts and await the all clear. Once given the all clear, families will be contacted via text message to collect any children and staff will be permitted to leave the site.

In the Event of a Bomb Threat or Other Threat to the School

All calls, emails and written threats will be treated as genuine. If it is a telephone call, let the caller finish without interruption and obtain as many details as possible, making a careful note of the voice, for example male, female or child, accent, whether they appear lucid and any background noises. Keep your responses to one or two words and then contact the Police and Headteacher. Ensure all relevant information is provided to the Police, the Headteacher and the School Emergency Response Team (SERT). Pass all checklists and forms used when dealing with the call to the Incident Officer.

If a suspicious package is found on school site, then the school is to be evacuated and the Police informed. In any threat of a bomb or explosion, the

school must evacuate to its furthest emergency point. Families and staff will be communicated with via text messaging.

Evacuation of the School Site

In normal circumstances, the school evacuates to an assembly point on the school playground. Following sweeps of the building and an account of all person's whereabouts, the Headteacher (or a nominated person) will take one of the following decisions:

- To re-enter the building following assurance that there is no longer a risk.
- To remain at the assembly point and await advice from the Fire Service.
- To evacuate the school site to:
 - The larger field
 - Northwood Cricket Ground, which can be accessed from both Love Lane and Seaview Roads.

The total evacuation of the school site will involve either:

- Moving all persons via the normal routes away from the school site to a designated place of safety (Northwood Cricket Ground, Park Road)
- Moving all persons to the field and out through Seaview Road.
- Moving all persons through the entrance onto the Love Lane site.

Roles and Responsibilities (see Contact List):

Teaching Staff and Learning Support Assistants to remain responsible for the care of children.

Admin staff - Non-School Emergency Response Team (SERT) - to be responsible for contacting families to inform them of collection procedures for their children from Northwood Cricket Club.

Admin staff - SERT – to remain on-site and assist the Headteacher and Site Manager in communicating information appropriately.

Headteacher or designated person, with the assistance of the Site Manager, to remain on-site if at all possible to

- Liaise with the Fire service and other emergency services.

- Liaise with staff at Little Love Lane Pre-school and neighbouring properties.
- Respond to phone calls or arrival of families.

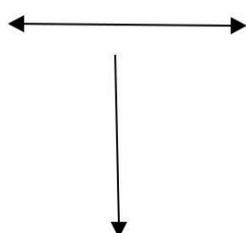
Inform the Emergency Services (these should be notified as soon as possible to give advice and support and to organize the response and recovery to an incident). Give details about:

- The nature of the incident.
- Exact location of the incident with details about entry and access points.
- The possible location of anyone who may need rescuing
- Numbers of casualties if possible and the nature of any injuries sustained
- Any individual hazards which may be present on the premises and their location.
- Contact telephone numbers on request.

School Emergency Response Team (SERT)

SERT COORDINATOR

Caroline Sice
Headteacher
(In absence of above:
Deputy Head Teacher)



ADMIN SUPPORT

School Development Manager
Carrie Almond

MEDIA AND COMMUNICATIONS CO-ORDINATOR

Carrie Almond
School Development Manager

FACILITIES COORDINATOR

Darren Attrill
Site Manager (if on-site)

(In absence of either of the above: Deputy Head Teacher)

WELFARE COORDINATORS – To ensure children and staff are safe and families are contacted

Hannah Holmes and Andrea Flux
Family Team

Charli Reading
Assistant Office Support

In the event of a School related emergency the proposed arrangement is outlined here:

Activation

Contact Emergency Services



Contact Local Education Authority



Contact Chair of Governors and Members



Specialist Insurance Staff	Communications and Public Affairs Team	Specialist Counselling Staff	Specialist Human Resource Support	Educational Psychology	Health and Safety Officer	Building and Estates
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ACTIONS – ON-SITE INCIDENT

SERT COORDINATOR

ACTIVATE SCHOOL EMERGENCY PLAN

1. **Assess risks and ensure immediate safety and welfare of children, staff and visitors.**
2. **Contact Emergency services (9-999 or 9-112)**
3. **Mobilise and brief SERT as required.**
4. **Contact Emergency Services (Local Authority)**
5. **Brief staff, governors, children and families – following advice from Emergency Services.**

PLAN INITIAL MANAGEMENT OF INCIDENT

- **Dealing with enquiries**
- **Media**
- **Informing families of those involved**
- **Access control (Police)**
- **Transport**
- **Special Needs children**
- **Resources/Materials**
- **Cultural/religious issues**
- **Communication**
- **Mutual Aid**
- **Reuniting Children with families**
- **Business Continuity**

PLAN LONG TERM MANAGEMENT OF INCIDENT

- **Security of site/preservation of evidence**
- **Media**
- **Clear up of affected area**
- **Business continuity**
- **Support for children/staff/families**
- **Reputation**
- **Acknowledgement of incident**
- **Attending funerals**
- **Gifts/cards to persons affected**

- Discussing opportunities
- Planning memorials and commemorations
- Monitoring the effects
- Restoring normality
- Debriefing/updating plans
- Public inquiry/investigations/legal implications
- Financial implications

ACTIONS – OFF-SITE INCIDENT

SERT COORDINATOR

ACTIVATE SCHOOL (OFF-SITE) EMERGENCY PLAN

1. Brief SERT and mobilise as required.
2. Contact Emergency Services
3. Brief staff, governors, children and families – following advice from Emergency Services.
4. Contact any other relevant agencies eg organise transport for returning children and staff.

PLAN INITIAL MANAGEMENT OF INCIDENT

- Dealing with enquiries
- Media
- Informing families of those involved
- Transport
- Maintain normality within school
- Special Needs children
- Resources/Materials
- Cultural/religious issues
- Communication
- Mutual Aid
- Reuniting Children with families
- Business Continuity

PLAN LONG TERM MANAGEMENT OF INCIDENT

Communication with incident locality
Media

Clear up of affected area
Business continuity
Support for children/staff/families
Reputation
Acknowledgement of incident
Attending funerals
Gifts/cards to persons affected
Discussing opportunities
Planning memorials and commemorations
Monitoring the effects
Restoring normality
Debriefing/updating plans
Public inquiry/investigations/legal implications
Financial implications

Emergency action list – Supplementary Advice

ACTION BY:- SERT

Stage 1 - Initial Actions

- If coming in from home, remember to bring useful items such as keys.
- Open and continue to maintain, a personal log of all factual information received, actions taken, and the time of those events.
- Make every attempt to clarify exactly what has happened.
- Then consider whether Incident requires involvement of 'Emergency Services.
- All staff and governors should be informed as soon as possible, and given the same accurate information.
- When informing children, seek advice on how to do this (Ed Psychology, Counselling Service)
- Unless there is overwhelming pressure, avoid closing the school & endeavour to maintain normal routines & timetables.

If outside term time (or outside school hours)

Arrange for:

- the Site-Manager to open certain parts of the school as appropriate and to be available (and responsive) to requests.

- immediate School Administration support.
- Think about what you are wearing when you go into school, in case you are unavoidably drawn into a TV interview.
- If the Incident does attract Media attention, you are likely to be inundated with requests for interviews and statements. Try to postpone Media comment until after media planning meeting has taken place. No comments to be made until advice from the media department at County Hall has been taken and agreed with the Headteacher.

NB: It is especially important that if names of those who may have been involved in the incident are known **DO NOT** release – or confirm – them to anyone, before those identities are formally agreed and families are informed.

- If deputising for the Headteacher, try if possible to contact and brief her.
- Inform Chair of Governors of incident and that they should standby to be available for interview by the Media.
- Call in the designated staff members to form the ‘School Emergency Response Team.’
- Be prepared to receive many telephone calls.
- Recognise the relevance of multi-cultural and multi-faith factors in the response.

Stage 2 – Once SERT established

- If Emergency Services have been contacted, arrange for On-Site facilities for the Team.
- Ensure that the site is secured and it is as safe as possible.
- If necessary, shut off electricity, gas and water supplies, or have the location of the stop taps ready to hand to the emergency services.
- Agree appropriate identification of staff by using badges.
- Set up arrangements to manage visitors – arrange for their names to be recorded and check all identities.
- Set up arrangements to enable accurate information to flow into and out of the school and for telephones calls, by ensuring –

- sufficient help is available to answer the many calls that could be received
 - staff maintain records of all calls received
 - brief, but up-to-date prepared statements are available to staff answering phones
 - media calls are directed to the agreed member of staff
 - care is taken when answering telephone calls
 - an independent telephone is made available for outgoing calls only – a mobile phone can be useful – but remember such messages can be readily intercepted.
 - telephone staff are reminded that some calls could be bogus
- To arrange for all staff – not just teaching staff – to be called in and, if necessary, briefed at an early stage. Subsequent briefings 2 x per day for 10 minutes, should be arranged.
 - To be aware of how colleagues are coping
 - To arrange for all children to be told, in simple terms, at an early stage (ideally in small groups and initially by class teachers, wherever possible).
 - To brief Team to discourage staff and children from speaking to the Media.
 - To arrange, if appropriate, for Team members to each have a copy of the Next-of-Kin List.
 - Prepare de-briefing sessions at the end of the incident.

Families:

In a major emergency, it will be important to prepare an announcement or a co-ordinated release of information to families, the public and the media. Special steps should be taken to inform affected families effectively and sensitively. This should be done in consultation with the police and the Isle of Wight Council's Communications and Public Affairs Team. An early decision should be made about how to inform families, bearing in mind the speed at which rumours can circulate. In the case of a fatality, the police will normally inform the next of kin. Other more general methods of informing families could be:

- Notice on school website or official social media
- Text message
- Letters
- Email
- Notice on school gate
- Recorded message on a designated telephone line
- Local TV/Radio announcement
- Member of staff outside the school giving families information.
- Individual families contacted by telephone

It would re-assure families to have access to updated information as and when it is appropriate to do so, or even to give regular updates with time notices clear with the message, “there is nothing further to report at this time.”

If the incident is away from school, seek Police advice whether families should travel to the scene, or whether children should be taken home.

Staff:

- Remember to have regular breaks, and advise others to do so.
- Maintain regular contact with staff (Teachers and office staff). Make a point of seeing that all staff involved know each other’s roles & responsibilities.
- Always try to think of something positive to say to staff & respond positively to ideas and suggestions
- Be available to see staff when required.
- Remember some members of staff may be so affected, that they will not be able to help in supporting children
- Recognise also that if the burden of dealing with the situation falls disproportionately on a small number of staff, they too could need professional support.
- If Incident is away from school, staff **must not** drive families to the scene.
- Transport arrangements for families who need to travel to the scene should be arranged by the school as soon as possible.
- Maintain liaison with the Emergency Services for duration of Incident.

Stage 3 – Period following the close of the incident

- When appropriate, seek advice from Emergency Services and local clergy contact on special assemblies/funeral/memorial services.
- Prepare joint report with Chair of Governors.
- Arrange for a member of staff to make contact with any children either at home or in hospital.
- Make sensitive arrangements for the return to school (as appropriate).
- Arrange to give full de-briefing to staff and governors
 - Critical incident stress debriefing – carried out by trained specialists
 - Post-incident debriefing – learning lessons from the incident – carried out with other experts.

Stage 4 – Longer term issues

The effects of some incidents can continue for years. Thought will need to be given to:

- Work with staff to monitor children informally
- Clarify procedures for referring children for individual help
- Be aware that some staff may also need help in the longer term.
- Recognise and if appropriate, marking anniversaries
- Remember to make any new staff aware of which children and staff were affected and how they were affected.
- Remember that legal processes, enquiries and even news stories may bring back distressing memories and cause temporary upset within the school.
- Remember if the Incident does attract Media attention, it is likely that interest will continue for many weeks, or years.

It is important not to underestimate the impact of an emergency on staff, which in some cases may be greater than the impact on children.

Points to note with media interviews:

During an incident, the media will be at the scene very quickly and in large numbers. It is important to co-operate for two reasons:

- The media can provide a useful conduit for the dissemination of public information.
- It is important that what is reported is factually correct; if they don't get information from you, then they will approach others for comment which may lead to inaccurate reporting.

The schools key objectives are:

- To show that it is controlling the incident and doing all it can to minimise the consequences.
- To set minds at rest as far as possible and counter dangerous rumours
- To establish itself as caring, responsible and competent.

The expertise of the Isle of Wight Council's Communications and Public Affairs Team lies in dealing with the media. Talk to the team and listen to their advice.

Do not allow the press on to the school premises or give them access to children unless there is a special reason for this and consent has been given. Check identification of all members of the press.

- Person giving interview should be, Headteacher, Nominee, Chair of Governing Body or LA Press Officer.
- Demonstrate concern, not panic – share **sympathy** for victim and family loss, give **Praise** to the emergency services.
- Have another person with you, if possible, to monitor the interview.
- Give **facts** only – do not speculate or give an opinion – do not apportion blame. At the earliest stages use, “We are dealing with an incident and will release information as soon as the details have been confirmed”. Use the phrase, “at the moment those facts are unknown” rather than respond with unverified facts or ‘no comment’.
- If possible, agree an interview format i.e. establish what the interviewer wants to ask.
- Be prepared to think on your feet, but try to decide beforehand what you want to say. Do not read it out, unless you have been requested, or the

Headteacher decides to deliver a statement. The press may ask for copies of the statement, be prepared to hand this out.

- Remember you could be quoted on anything you say to a journalist, even if it is not part of the formal interview.
- Don't over-elaborate your answers. Answer only the questions asked.
- Refuse requests for photos or schoolwork of children/staff involved.
- Try to keep a grip on your emotions during interviews-especially if it is TV.
- Most journalists are responsible, but check where interview/camera team go, when interview is over.
- **Only give out information regarding deaths of persons once the next of kin have been informed. Never before.**

Business Continuity Plan

This is kept in the school office along with associated records and inventories.

Contact List

The names and telephone numbers of organisations and individuals who may be useful to the School in an emergency:

Role / Organisation	Name	Telephone No.
Headteacher	Caroline Sice	07967812405
Deputy Headteacher	Dave Cooper	07766023523
SERT – School Development Manager	Carrie Almond	07568133014
SERT – Site Manager	Darren Attrill	07903507033
Welfare Support Family and Inclusion Teams	Hannah Holmes Andrea Flux Vicki Thomas	07891085553 07833438249 07415951316
Progression Team	Sally Coppen Tara Hopkinson Graham Andre	07833930442 07765949411 07869130828
Chair of Governors	Karen Herbert-Duff	07526839996
Site Guard Emergency		884000 884440

Isle of Wight School Improvement Manager	Kim James	07732284488
Media	Local Authority	01983 821000 ex. 6254 or 6253

Management Rooms	
Main Management Room	Headteacher's Office and Meeting Room
Admin Support Room	Reception Office
Parent's Support Room	Den
Media Room	School Hall