

Newport Infant School

Emergency Plan

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This plan includes the NOAH'S ARK NURSERY AND OUT OF SCHOOL CARE who operate from the school site

'Critical incidents can be described as events or circumstances that cause normally stable and healthy people to experience unusually strong emotional or psychological distress which has the potential to interfere with their ability to function either at the time or later'

Margaret Doran
Head of Services to Schools
Stirling Council

This plan will be activated by an emergency or critical incident the like of which would cause disruption to the school's normal function thus requiring significant external support.

CRISIS MANAGEMENT GROUP

Headteacher
Deputy Headteacher
Senior Administrator
Teacher Governor
School Governor (Health and Safety Link)

It is the responsibility of the crisis management group to meet once a year to review this policy. The outcome of this meeting will be fed back to the full governing body.

Critical Incident Response

This part of the plan deals with a critical incident that involves staff and children. Such an incident could occur during the school day on site or off site (e.g. during an educational visit).

In the event of an incident the co-ordinator is:

The Headteacher or in their absence the Deputy Headteacher

In the absence of one or both of these named people the Senior Management will assume responsibility (Emergency Plan Co-ordinators Appendix 1)

**IT IS THE RESPONSIBILITY OF THE CO-ORDINATOR TO ENSURE
THE SAFETY OF ALL PERSONNEL AND PUPILS BY TAKING THE APPROPRIATE RESPONSIBLE ACTION
AND ACTIVATING THIS PLAN**

Key points:

- Assess the situation and evacuate the area if appropriate
- Ensure the Emergency Services and LEA are contacted
- Isolate and/or secure the incident area
- Co-ordinate personnel

Evacuation Procedures

If it is deemed appropriate to evacuate the school premises the normal evacuation procedures will apply. These are:

- On hearing fire alarm bell the children and staff vacate the premises by the nearest external exit
- Classrooms are vacated in an orderly manner according to rules displayed in each room (Evacuation Procedure Appendix 2)

The Senior Administrator will collect and take out:

- The school registers
- The visitor's signing in book
- The emergency box

On evacuation the following will be undertaken:

- The Headteacher and ancillary staff check the building for individuals left behind
- The children line up on the playground in an orderly manner
- Teachers check the registers
- School Administrator checks register of visiting personnel
- The Nursery staff check their children and personnel
- The Head of the Kitchen staff and Cleaning staff will ensure the safe evacuation of their personnel

Should an incident occur whilst the children are outside:

- The hand bell/fire alarm bell will be rung
- The children will move to their class groups
- The adults in charge receive registers from School Administrator or senior member of staff (in absence of administrator e.g. lunchtime)
- Children will be checked against the registers
- Children will be directed to a places of safety identified by the Co-ordinator

The Burton Borough School Hall is the designated safe area should it be necessary to evacuate the school premises completely. Children and staff will gain access to Burton Borough School via the link gate identified in Appendix Two. (Burton Borough School Telephone no: 01952 386500)

Managing an on-site Incident

The co-ordination point for all incidents will be the school office. The below describes potential incidents that may have to be dealt with; they are not an exclusive list nor describe the definitive actions to be taken.

- If incident is an external crisis- e.g. fuel spillage, fumes, road accident outside school gates, house fire - off school premises, the safe action is likely to be- secure all personnel inside school, close all doors and windows. Consideration to be given to bringing classes together centrally to reassure and stabilise, allowing deployment of key staff to manage situation and take advice
- If incident is a bomb scare on/close to school site then evacuate as per normal routine and move children to safe place (Burton Borough School site)
- If incident is a trespasser, angry dog on school site threatening to intrude whilst children inside building, procedure is key staff to check all external doors are secure, whilst co-ordinator alerts emergency services and considers next steps
- If incident is an intruder within the premises then consider the greatest risk and act in the best interests

this may be to evacuate as many as possible from the school site to the Burton Borough School hall without raising concern whilst alerting emergency services

this may be to keep children within own class bases, alerting emergency services whilst isolating the area concerned- if feasible- always operating on minimum risk to person/persons concerned

- If incident is a medical alert e.g. reported/suspected case of Meningitis, Co-ordinator to seek guidance from Shropshire Area Health (Telephone Contacts Appendix 3) and make judgements on next steps (code of practice to follow: keep panic to a minimum- stay calm and act professionally - assess 'need to know', 'who should know' before taking action)

Managing and Off-Site Incident

The School Policy and Guidelines on Educational Visits must be followed at all times (School Guidelines for Educational visits and journeys Appendix 4)

Should an incident occur away from school then the teacher in charge assumes the role of Co-ordinator until such point as this responsibility can be handed over

The teacher will:

- Use judgement to assess the situation
- Alert the school/emergency services (in appropriate order dependent on circumstance)
- Seek and follow advice from both sources
- The school would co-ordinate from base following the Emergency Plan guidance listed here
- The school would liaise with LEA and Emergency Services in support of the off-site group

Following a Critical Incident

In the aftermath of a critical incident the school and the governors would consider the following areas:

- Support from the LEA
- Possible alternative accommodation for the school
- Support for those traumatised by the incident from the Psychological Services, Bereavement Counsellors or other specialised agencies
- Release time for staff
- Support with media / press interest
- Appropriate additional resources for the school
- Memorial service

Emergency Plan Exercise

On an annual basis there should be a table top exercise to review the Plan co-ordinated by the Health and Safety Link Governor.

Appendices

One	Emergency Plan Co-ordinators and Responsibilities of Individuals
Two	Evacuation procedure
Three	Telephone Contacts
Four	School Guidelines for Educational Visits and Journeys
Five	Incident Check list
Six	Pupil list
Seven	Staff List/Next of Kin Contacts
Eight	Incident Box Content
Nine	First Aiders
Ten	Evacuation Procedures Severe Weather, Mechanical, Electrical, Gas and Flood
Eleven	Handling the Media
Twelve	Site map

Appendix One (1)

Emergency Plan Co-ordinators and Responsibilities of Individuals

Co-ordinator	Replacement
Head Teacher	Deputy Head Teacher
Deputy Head Teacher	Upper Pay Rate 3 staff
Senior Administrator	Administrative Assistant

In the event that any of the above staff are undertaking a co-ordinating role their class cover will be as per the "Daily Cover Arrangements".

RESPONSIBILITIES

Headteacher/Deputy Headteacher

- contact emergency services
- contact LEA
- liaise with emergency services
- inform emergency services of third phone line (810688) number not normally disclosed to public
- attend briefings
- agree response to parents/media with the LEA
- contact parents of any injured children
- contact partner/spouse or next of kin of any injured adults
- gives the ALL CLEAR signal

Senior Administrator

- act as first person in cascade of TA personnel to disseminate urgent information
- make available pupil data as requested
- complete log sheets
- make telephone calls on request
- contact designated governor who in turn will inform Chair of Governors and then be available to support as required
- monitor transfer of injured personnel
- answer the telephone with the agreed response
- attend briefings as minute taker
- keep second phone line clear for incoming calls (head's office)

Appendix Two (2)

Evacuation Procedure (site map Appendix 12)

Prevention

Arrangements will be made by the school to have the fire fighting equipment checked regularly, maintained and kept to a standard so that persons would be able to extinguish a small fire.

All fire escape routes will be kept free from obstructions together with all fire exit doors.

An assessment on the risks of fire will be carried out at the beginning of every term by the person allocated for this duty. As a result of the assessment if any precautions are identified the school will treat them with high priority.

A fire drill will be carried out termly. The details will be recorded.

Information

The following persons will be briefed on fire arrangements and emergency evacuation which may include bomb threats or similar:

- All staff
- All pupils
- Support staff - cleaners and caretaking staff working at the premises part-time
- Strangers to the building - as appropriate i.e. persons not accompanied within the building but present for several hours. Includes:
- Contractors, especially those working alone. Visitors for meetings etc
- Groups using the school facilities - especially after school hours
- Short stay supply teachers and similar

Suitable fire action notices will be posted in prominent position and not obstructed by other notices or displays.

Where appropriate, comprehensive fire action information sheets will be issued to individuals for personal reference.

Where any staff have doubts as to fire safety or procedures they will raise the matter with the Headteacher and the person allocated to dealing with fire arrangements.

The Fire Prevention Officer (Fire and Rescue Service - tel: 01952 200964) will be contacted where fire matters cannot be resolved in-house.

Instruction

An adult discovering a fire will operate the nearest fire alarm.

A pupil discovering a fire will inform a member of staff who will then operate the alarm. The alarm being activated will automatically trigger the Fire Brigade attending school.

On hearing the fire signal (a continuous ringing of the school bell system)

When in class the order to evacuate will be given by the teacher who will indicate the route to be followed

When not in class form single file and walk by the nearest route to the place of assembly

At all times act quietly - do not talk (alternative instructions might have to be given and noise would make this difficult)

Do not stop to collect your personal belongings

Do not attempt to pass others on your way to the place of assembly

The place of assembly is the school playground.

Complete evacuation from site is the Burton Borough School via the link gate

A copy of the school plan is attached (Appendix 12).

FIRE NOTICE

On hearing fire alarm bell

- **Stand still**
- **Chairs under**
- **Walk to outside door**
- **Teacher to take register unless at office**
- **Close doors, windows, cupboards (if no immediate danger)**
- **Walk to assembly area on grass at edge of playground**
- **If TA (Teaching Assistant) present to check toilet immediately opposite, close doors and windows to toilet and classroom**

Appendix Three (3)

Telephone Contacts

NEWPORT INFANT SCHOOL LINES	01952 386610 01952 386612 (fax line) 01952 825066 (Nursery)
LEA - Public Relations	01952 385516 (Ann Almond)
Critical Incident Team	01952 385385 (Family Connect)
Radio	01743 248321 (Radio Shropshire) 01902 461261 and 01952 521031 (Free Radio) 0121 607 7288 (Heart FM) 01952 280011 (Telford FM)
Securitywise Alarms	0800716460 Engineer assistance out of hours 0844 8099980 All enquiries 01743 450222 Quote School reference H919
Business Watch	01952 582092 (Control site) 08443328900
Burton Borough School	01952 386500
Chair of Governors	Mr Raymond Hirons
Shropshire Community Health NHS	01743 450800

Appendix Four (4)

School Guidelines for Educational visits and journeys

To set up an off-site visit all staff must be familiar with and comply with the Telford and Wrekin Guidelines for Visits and Journeys and the DfE Good Practice guide. The A4 file is kept in the Staffroom next to the file on Health and Safety. In addition to these guidelines Newport Infant School requires staff to comply with the steps listed below.

- Determine possible venue and costings
- Ensure adequate ration of adults to children dependent upon nature of visit

For example a walk into town	1 adult:2 children (Rec) and 1 adult: 4 children (Yr 2)
Farm visit	1 adult: 4 children
bus to swimming baths	2 adults each coach of children

NB Dcfs/T&W stipulate ratios - these are the minimum requirement. Member of staff ratio to parent ratio must be minimum 50/50

- Make pre-trip site visit to assess feasibility, risk, appropriateness, facilities ie toilet, first aid provision, undercover area for wet weather/eating, standard of support provided by the venue staff, determine appropriate footwear, clothing etc
- Complete the internal form School Trip Information Sheet (held by Administrator) itemising all detail thereon including medical information (copy attached)
- Take a copy of the completed form on the actual visit. In this way both school and trip have the same information to hand
- In a high risk situation consider the use of a back -up vehicle being made available
- Take a mobile phone
- Always ensure that you have set up a 'buddy' system when off-site with children. Normally Senior Administrator is first contact, but if whole school is off site then another person needs to be alerted and available (eg Governor, parent, Noah's Ark employee)
- Never change from the original plan once you have embarked on the trip. Parents will have agreed to the original information given, not to any changes

Appendix Five (5)

Incident Checklist

ITEM	Tick if checked	By Whom	Date and time	NOTES
Safe evacuation				
Incident box collected				
Radio phones collected				
Emergency services- name each one contacted				
LEA informed Who?				
Governor informed Who?				
Decision on next steps				
Info disseminated to List : staff Host school Parents Media Others				
Record kept of children collected				

Appendix Six (6)

Pupil List

The pupil contact list is located in the Emergency Box.

The pupil list is updated as appropriate and can be obtained from the School Administrators on request of the Incident Controller.

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Appendix Seven (7)

Staff next of kin contact list

The Staff list/next of kin contact is located in the Emergency Box.

The Staff next of kin contact list can be obtained from the School Administrators on request of the Incident Controller.

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Appendix Eight (8)

Incident Box Contents

Emergency Plan Policy Document and Appendices

List of First Aiders

Spare site plans

School Pupil list

Staff next of kin list

Copy of inventory

Master set of keys, Link Gates key and code combination

Clip board, pens and paper

Torch

Mobile phone

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Appendix Nine (9)

First Aiders

School staff:

First Aid in the Workplace

Mrs Cotterill

Paediatric First Aiders

Mrs Davies
Mrs Higgins
Mrs Hall

Nursery Staff:

All staff

Appendix Ten (10)

Evacuation Procedure – severe weather, mechanical, electrical, gas, flood

Emergency Closure

There is an expectancy that the school will operate during adverse weather conditions unless there is severe under staffing due to teaching staff being unable to travel into Newport.

In severe weather conditions when it becomes necessary to close the school, the following applies:

Out of School hours

The caretaker (Newport based) and Headteacher (out of town) discuss by telephone the developing situation.

A decision is made on the information available (if the Head can get through it is likely that the majority of other staff can get in also).

Information on school closure is broadcast to parents via the local radio stations.

A telephone cascade system operates to inform staff of school closure.

A notice is posted at the school gate.

A member of staff is deployed to the school gate at normal start time to explain the situation to incoming families who have not heard the news.

The LEA is informed of intention to close tel: 01952 380800
And/or out of hours 07976 100217

Local Radio

BBC Radio Shropshire	01743 248321
Free Radio	01902 461261 (best to email closureshropshire@freeradio.co.uk) 01952 521031
Heart FM	0121 607 7288
Telford FM	01952 280011

The telephone cascade system in operation to inform staff of school closure is listed in the Staff Handbook and is updated annually.

In School time Closure

No child leaves the site without a named adult collecting.

Parents/guardians/carers are informed via the local radio and via individual telephone calls that the school is closing and that the children need to be collected as soon as possible.

It is the responsibility of the School Administrators and deployed teaching assistants to ring round families.

In the case of severe weather staff who have long journeys leave the premises first. The children in their care are placed with Newport based staff.

The site does not close until all children have been collected.

Return to normal routine

The cascade system is used to inform staff of return to work.

The local radio is used to inform parents.

Other emergencies

In the eventuality of heating or electrical failure or flood then the school would operate from the guidelines above - to ensure all children were safely in their home.

Decision on staff attendance during a 'school closure' would be dependent on the nature of the closure eg no heating - staff not able to attend until emergency heating supply secured.

Appendix Eleven (11)

Handling the Media

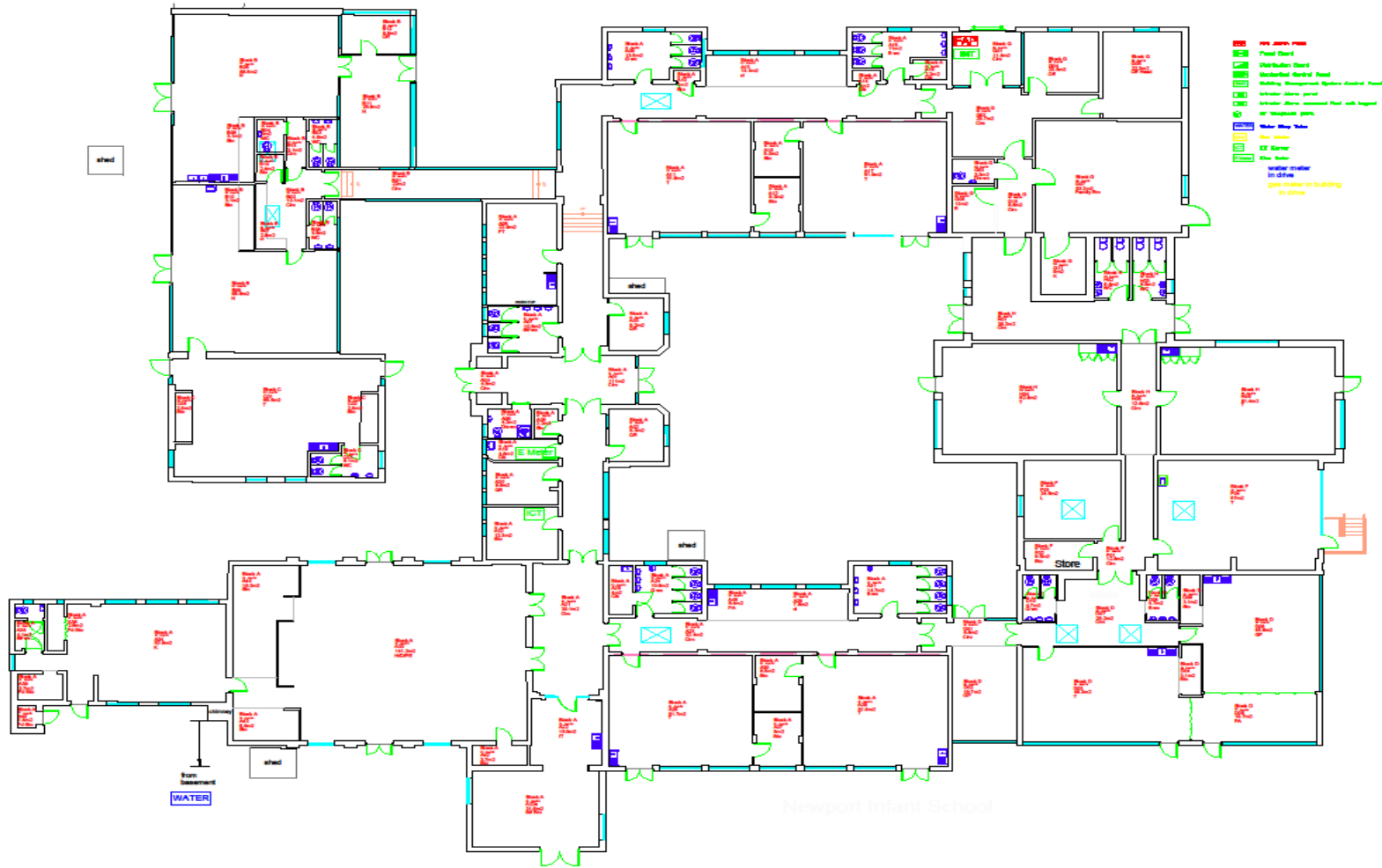
Prepare a statement AND take advice from T & W LEA Public Relations Office BEFORE circulating it.

Follow the code below

- First response: **"no comment at this time"**
- Contact LEA Public Relations 01952 **380800**
- Draw up a written response for designated member of staff to issue via telephone
- In all other instances - "no comment"
- Head Teacher/Chair of Governors/ LEA/ Emergency Services to liaise on further public statements
- Involve local radio/press IF and WHEN applicable to provide a channel of communication.
- REMEMBER communication to parents

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Appendix 12



Approved