



Emergency Planning Policy

Revised March 2012

WOODLAND GRANGE PRIMARY SCHOOL

Emergency School Policy

Introduction

A major incident in school would be classed as any of the following occurrences:

- § death of a pupil or member of staff
- § death on a school trip
- § violent incident in school
- § destruction or major vandalism in school
- § a hostage situation
- § a transport accident involving the school
- § a disaster in the community
- § civil disturbance or terrorism

Although it would be impossible to include the action needed to cover every eventuality, this policy outlines chains of command, general advice and essential do's and don'ts which must be followed by staff and governors at all times.

Trips out of School

Accidents can happen at any time, whether locally or further afield.

Whether going on a half day, a day or a residential trip, the following measures must be taken.

To be taken on the trip

Emergency pack containing:-

1. A copy of this policy
2. Emergency log sheet – to record events, actions, messages
3. A check list of action to take in an emergency
4. Contact sheet with emergency telephone numbers
5. A portable phone
6. A torch (if off site in the hours of darkness)
7. A First Aid Kit

Augmented with:-

1. A list of all children and adults on the trip
2. Inhalers and medication with instructions where appropriate
3. Address and phone numbers of all children (residential only)

To be given to the Head Teacher (or EVC if not the Head Teacher)

1. A list of all children and adults on the trip
2. A completed proforma Appendix A including destination, telephone number, time of departure, arrival and return, coach company and contact number, route.

The head teacher should have easy access within school to:

Accident forms (HSE form F2508 and LA accident/incident form)

In the event of a major accident the check list in Appendix B(i) should be followed by those in charge of the party, which is an abridged version of Appendix B(ii)

The Proforma (Appendix C) should be completed by the person taking the message in school. Action as set out in Appendix D will be followed by the head/deputy back in school.

Should an incident happen out of school hours, the cascade telephone link will be put in operation – see Appendix E.

Major Incident within the School Environment

Teacher alerts the school office, either by sending a message via the intercom, sending a child or adult, or presses a panic alarm which sounds outside the school office.

Staff follow the procedure as laid down below i.e.

1. Two members of staff go to the emergency area. The first enters the area to check the situation, the second waits away from the area but within signalling distance,
2. If it is a false alarm the second is instructed to return.
3. If there is a minor incident the first tells the second to summon the appropriate assistance, e.g. head teacher, ambulance, etc.
4. If there is a major incident the first may not be able to summon help. If no signal is indicated to the second, that person would immediately leave the area, summon appropriate assistance in the school office and telephone for an ambulance.
5. A member of staff is to remain in the office to operate the electronic gates to admit emergency services. A key is available in the office if it is not appropriate to remain in the building.

If appropriate the school fire bell would be sounded and staff and children would evacuate the building as laid down in the Fire Procedures.

If more appropriate that school is evacuated silently or to a different assembly point, this would be done by word of mouth..

Should children and staff need to be safeguarded by staying securely within their class area or within one area of the building, instructions would again be issued by word of mouth.

The head teacher/deputy would follow procedures laid down in Appendix F.

All staff follow directives from the head teacher/deputy only.

Dealing with the Media

1. No one speaks to the media unless authorised to do so by the Head/Deputy or Chair of Governors.
2. There will normally only be one spokesperson who will either be the Chair of Governors, Headteacher or in her absence the Deputy.
3. There will be great pressure from the media to talk to those directly involved. If away from school, the teacher in charge of the party should refer them to school for a statement where factual information only will be issued.

If a teacher connected with the party has to talk to the press, basic facts only should be voiced – your interpretation and understanding can and probably will be exaggerated or quoted as fact.

'No comment' should never be given as an answer to a question as this can be taken as a negative answer which could be inaccurate and lead to later difficulties. However, it is acceptable to say 'I don't know'.

Appointed Staff dealing with the media will:

1. Try to arrange a press conference or interview and give details of time and place.
2. Be careful, courteous and endeavour not to obstruct media personnel.
3. Inform the press officer/spokesperson of:
 - any development which may assist them
 - any Media representative suspected of acting inappropriately

General guidance on the aftermath of a major incident

The consequences of any major event upon all those connected with it cannot be precisely defined. Care and support for individuals will be needed as quickly as possible after the event.

This will be available from:

County Hall
Education Psychology. Department.
Education Welfare
Counsellors

Teachers know their children best and are therefore the best ones to help them.

For teachers

You are the person best placed to help your children.

If possible keep to your routine

Talk to your children today, tomorrow and so on

Talk to other staff – you are your own best support group – you are not alone, learn from your colleagues

Listen to your children and each other – take time

Arrange debriefings

Remember the incident – draw pictures – consider acting out – separate facts/feelings/thoughts

Remember your friends – talk about them

Monitor possible effects – seek professional support – Education Psychology/Welfare officers

Be careful how you answer the phone – it may be a relative of a casualty, it may be the press

Don't talk to the media without prior consideration/approval

Try not to apportion blame

For the Head teacher/governors

In addition to the above:

Consider how hurt and bereaved families should be contacted – use the most appropriate people with relevant skills – consider how governors can help.

Consider how hospital visits should be arranged – who should go, who should not.

Consider protocol for funerals with family – seek advice e.g. Ethnic/Religious considerations.

Consider a special assembly.

Consider how to handle spontaneous memorials e.g. flowers in school.

Consider what may have been lost – not only lives but other things – resources, accommodation, work, personal property, continuity.

Consider re-entry to school of injured pupils/staff.

Consider establishing a memorial/holding a service.

Adjust emergency plans accordingly.

Essential points to remember

You can do no more than your best.

Expect heightened anxiety or guilt.

Mistakes may happen, we are only human.

Do not expect instant results.

Learn from what has happened.

Directory of help.

See Appendix G.

Revised March 2012

Appendix A

WOODLAND GRANGE PRIMARY SCHOOL

SCHOOL TRIP PROFORMA

Class/Year Group

Date of trip..... **Destination**.....

Address & telephone number of destination

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Time of departure..... **Expected time of arrival**

RETURN JOURNEY

Time of departure..... **Expected time of arrival**

Coach company used & telephone number

Route being taken (if outside Leicester)

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STAFF GOING

.....

(Mobile)..... (Mobile)..... (Mobile).....

Number of children going

ADULTS GOING

.....

.....

.....

Appendix B(i)

Check list for leaders on Out of School Activities

Tick off as done

1. Obtain facts and information quickly.
2. Call emergency services – 999.
3. Administer first aid where possible.
4. Call other assistance if possible (passers-by etc.)
5. Take names and contact numbers of witnesses.
6. Account for all members of party.
7. (Keep non-casualties together and return to base.
(One member of staff to stay at scene and liaise with emergency services/travel to
(hospital.
8. PHONE SCHOOL 0116 2720401 (Liaise regularly).
Give - names of those involved
- nature, date, time, location of incident
- details of known injuries
- action taken so far
- contact point

Is back up required at the centre to help with pupils?

9. Discuss with Head abandonment of activity.
10. Refer media to school.
If absolutely necessary give basic facts only.

Appendix C

Major Accident/Incident Proforma

Time of phone call

Time of accident

Who injured?

What happened?
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Phone number of contact

Who took message?

What is present position?
(Main party where? Injured where? Staff condition)

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.....
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Appendix G

Directory

(as at 9.11.12)

<u>Contact</u>	<u>In School Hours</u>	<u>Out of School Hours</u>
School	0116 2720401 Fax 0116 2713552	
Head		01530 245781 07970000564
Deputy Head		0116 2218320 07921556086`
Other Teachers		0116 2713755 (Mr Smith) 0116 2710827 (Mrs Henton)
Premises Officers		0116 2402938 (Mrs Deacon) 0116 2882761 (Mr Morley)
Office Manager Francis)		0116 2710043 (Mrs
Chair of Governors (Beverley Barnes)		0116 2100533