



# **Rowlands Gill Primary School**

## **Schools Emergency Management Plan**

**Date: June 2017**

**Ratified by Governors: June 2017**

**Review Date: June 2019**





## **1. Background**

- 1.1** This document will assist schools with managing an emergency. Under the Management of Health and Safety at Work Regulations, 1999, schools have a duty to have procedures in place to manage serious and imminent danger.

## **2. Introduction**

- 2.1** An emergency plan may never be used, but it is worthwhile having one in place to allow for an immediate, appropriate response; to minimise disruption to the school and to ensure business continuity.
- 2.2** The emergency management plan will need to be flexible, as it is not possible to determine the exact form of emergency that may occur.
- 2.3** An emergency or a critical incident is: “An incident or situation involving trauma, fatality or serious injury to an individual or serious damage to property. By its very nature such an incident is sudden, unpredictable and is often outside the range of normal human experiences. Such events are likely to have significant emotional and organisational consequences”.
- 2.4** This document does not consider additional emergency management measures that might be required for educational visits. Schools are advised to consult

### **EDP-HS-11**

#### **Emergency Management during Educational Visits**

## **3. Head Teacher Responsibilities**

- 3.1** Develop a school emergency plan and ensure that roles and responsibilities are clear and have been communicated to all relevant parties. Keep a copy of the plan in more than one place.
- 3.2** Ensure that in an emergency, the area, pupils, staff and others are as safe as possible. Segregate area if necessary.
- 3.3** Obtain as much factual information as possible and alert Director for Learning and Schools, Health and Safety Team, Insurance Team, Corporate Communications Team, Major Incident Team and other relevant persons, (e.g. Chair of Governors). It might be best to nominate one person to be responsible for keeping parties informed.
- 3.4** Form an incident management team and ensure that everyone is clear on their roles and responsibilities. Start an incident log (see appendix 3). For major incidents, this role will be undertaken by the Corporate Resilience Team.



## **EDP- HS-14**

- 3.5** As appropriate, inform staff, followed by parents and pupils, about the emergency in a sensitive manner. Carry-out debrief sessions as required. (Pupils may need to be briefed in small groups (e.g. by their teacher) and in simple terms).
- 3.6** Ensure that at least two up-to-date contact telephone numbers are provided for each pupil. The school should also have names and addresses of parents or guardians for each pupil. Contact details for pupils, including emergency contacts, should be reviewed regularly.
- 3.7** If necessary, facilitate support or counselling for staff and pupils. Your School Educational Welfare Officer may also be able to provide advice.
- 3.8** If a pupil needs to be taken to hospital and it is not possible for a parent or guardian to be contacted, then they must be accompanied by a member of staff. Someone at the school must contact the parent or guardian and inform them about what has happened.
- 3.9** Minimise educational disruption and try to return the school to their normal working arrangements as soon as possible.
- 3.10** Review the school emergency plan annually, after an emergency or if circumstances change.
- 3.11** Rehearse the emergency plan to ensure that your arrangements will work if needed.
- 3.12** Consider welfare arrangements, particularly if you are going to have to evacuate to a different place.
- 3.13** Ensure if possible, that pupils are not using mobile telephones or contacting people outside of school, as this can promote media interest and may provide incorrect information to be released, which will be difficult to control.

## **4. Employee Responsibilities:**

- 4.1** Support and co-operate with the head teacher with measurements required to develop or implement the emergency management plan.
- 4.2** Do not undertake any unauthorised media communications.
- 4.3** Assist with welfare arrangements, (e.g. provision of food and drink for pupils and staff).



## **5. Preparing an Emergency Action Plan**

**5.1** Identify the types of emergencies or incidents that could occur. Below is a list of possible examples:

- Acts of violence, such as with a knife
- Fire or explosion
- Flooding or serious adverse weather
- Serious vandalism
- Public health outbreaks (e.g. meningitis or measles)

**5.2** Consider where to keep the emergency plan and who should have access to it. It is a good idea to have the emergency plan kept in more than one location.

**5.3** Include on the emergency plan contact details of staff, pupils and those who could provide support in an emergency, (e.g. supply teachers or retired staff).

## **6. Media interest**

**6.1** Head teachers and other school staff should not speak directly with the media or make any comments or statements. All media requests should go through the Corporate Communications Team (this only applies to schools where Gateshead Council is the employer).

**6.2** Do not provide names or other details of staff, pupils or their work.

**6.3** Ensure there is assistance to manage security and school gate entry. (The police might need to be called upon to impose order and safety at the school).

## **7. Business Continuity and Recovery**

**7.1** Considerations should be made about:

- What roles, services or systems are essential
- When and how to re-open the school
- Re-building work
- Financial needs and resources
- How to address sensitive issues, (i.e. is counselling required?).
- Keep in touch with those that have not yet returned to school
- Arranging special assemblies, memorials or marking anniversaries
- Making exam boards aware of the situation if exams are imminent
- Reviewing the School Emergency Management Plan in light of lessons learned from the incident

**7.2** Schools are advised that they should develop a business continuity plan and rehearse it, so as to identify any potential problems. Advice can be sought from the



document, “Managing Critical Incidents and Bereavement and Loss in Schools and Settings”.

## **8. Provision of Information**

**8.1** LCS-HS-15 Asbestos & ASB60 Guide for Responsible Persons / Corporate Asbestos Management Plan

**8.2** LCS-HS-16 Bomb Threats / Terrorism

**8.3** LCS-HS-25 Fire Safety

**8.4** LCS-HS-28 Gas Safety

**8.5** Managing Critical Incidents and Bereavement and Loss in Schools and Settings.

**8.6** LCS-HS-58 Incident Reporting and Investigation Procedure

**8.6.1** HS-20 Incident Report and Investigation Form

### **9. Useful Telephone Numbers or Weblinks**

**9.1** Strategic Director for Care, Wellbeing and Learning – 0191 433 3998

**9.2** Service Director for Learning and Schools – 0191 433 8612

**9.3** Facilities Management – 0191 433 5510 (PFI schools should contact their GDFSuez Cofely representative).

**9.4** Gateshead Council Resilience Team – 0191 433 2807

**9.4** Health and Safety Team – 0191 433 2270 / 2237 / 3827

**9.5** Environmental Health – 0191 433 3917

**9.6** Communications Team – 0191 433 3544

**9.7** [www.metoffice.co.uk](http://www.metoffice.co.uk)

**9.8** [www.samaritans.org](http://www.samaritans.org)

**9.9** Northumbrian Water – 0800393084 or 08003287648

**9.10** National Grid UK – 0800111999 (gas)

0800404090 (electricity)

Further assistance and guidance is available by contacting Health and Safety on 0191 433 2237 or 2270.



## **Appendix 1**

### **Example of an Activation of the School Emergency Response:**

1. Head Teacher
2. Deputy Head Teacher or
3. School Business Manager
4. Site Manager and other
5. School Staff
6. Emergency Services Chair of Governors
7. First responder
8. Local Authority



## **Appendix 2**

### **Example of Grab Bag Contents Checklist:**

- Copy of the Emergency Management Plan
- Pupil and staff emergency contact details
- Pupil medical records (and essential medicines)
- Chair of Governors contact details
- Contact details for key people (e.g. Local Authority, Communications Team, Health and Safety Team, Utility Companies, etc.)
- Details for accessing the evacuation area
- School layout / plans
- Spare set of keys and / or details of key holders
- Mobile 'phone and charger
- Torch
- Paper and pens
- Useful documentation / guidance



## **Appendix 3**

### **Example Incident Log Sheet:**

<b>Date</b>	<b>Time</b>	<b>Message From</b>	<b>Message For</b>	<b>Message</b>	<b>Response</b>	<b>Completed</b>





## **Appendix 4**

### **Example Checklist for Head teacher:**

1. Assess the information you have received and the situation. Clarify where necessary. Does the School Emergency Plan need to be activated?
2. Consider calling the emergency services and whether the school needs to be evacuated.
3. Does part or all of the school need to be closed?
4. Brief school staff (including non-teaching staff).
5. Decide on when and what to inform parents / carers about.
6. Confirm that all pupils and staff are accounted for.
7. Inform key people – Local Authority (e.g. Major Incident Team, Health and Safety Adviser, Facilities Management, Communications Team, etc.) and Chair of Governors.
8. Ensure that media enquiries are dealt with appropriately (e.g. through Communications Team). Prepare statement with Communications Team, if appropriate.
9. Ensure that if visitors are accessing the school, their identity is determined with certainty. This applies to potential bogus telephone callers too.
10. Identify what support might be needed.
11. Liaise with the emergency services.
12. Keep key people informed of the situation and any changes. Ensure that information is accurate.
13. Consider any changes to arrangements if a school visit is taking place, (e.g. change of pick-up point for parents).
14. Endeavour to maintain normal school routines as far as is possible.
15. Be aware of how colleagues (and yourself) are coping.

### **Example Checklist for Deputy Head Teacher or School Business Manager:**

Assist and support the Head Teacher. The Head Teacher may delegate some responsibilities to you such as:

- Liaising with the emergency services
  - Keeping key people informed of the situation and any changes
  - Accessing the grab bag (see appendix 2)
2. Ensure that pupil records and registers are available.
  3. Ensure that a copy of the staff and pupil contact details are available.
  4. Ensure that the visitor signing in / out book is accessible.
  5. Ensure that care plans are available, (might be a copy already in the grab bag).
  6. Provided support for any pupils or staff with specific needs.
  7. Advise the Head Teacher about any media interest.
  8. Cancel planned visitors and appointments.
  9. Advise school providers of any disruptions, (e.g. catering services, minibuses, after school clubs, etc.)
  10. Ensure that welfare arrangements are in place.



### **Example Checklist for a Site Manager or Caretaker:**

1. Support Head Teacher with the School Emergency Management Plan.
2. Obtain information about the situation.
3. Inform relevant person of anything that may need to be recorded on the incident log. (Be as accurate as possible).
4. If the police are not at the incident scene, ensure that emergency access is not obstructed.
5. Have premises keys readily available.
6. Isolate gas, electric or water supply if necessary.
7. Assist with any evacuation plans.
8. As far as possible, ensure site security (particularly where there might be media interest).
9. Assist with the setting up of welfare facilities