

BURFORD SCHOOL



# Burford School

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## Emergency Plan



INVESTOR IN PEOPLE



# Burford School

## Emergency Plan

Copies of this document should be held by the Headteacher, Chair of Governors, Deputy Headteacher and in the school office.

### Aims and Objectives

The aim of the School Emergency Plan is to mitigate the effects of any emergency on the school, staff and pupils; the contributing objectives are to:

- Prevent/minimize the loss of life and injury to pupils and staff, visitors and contractors on site.
- Alert relevant parties such as the emergency services, the County Council, parents and governors.
- Take control at the scene until the emergency services arrive.
- Minimise disruption to the normal daily routine of staff and pupils.
- Support staff, pupils and parents in the aftermath of any incident.
- Ensure effective working with the media.

### Examples of emergencies may include:

- A deliberate act of violence, such as use of knife or firearm.
- A pupil or teacher being taken hostage.
- A public health issue such as an outbreak of meningitis or bird flu.
- Terrorist activities
- Any incident involving e.g. plane crash on/near school site.
- Destruction or serious vandalism of part of the school.
- A fire or explosion
- A bomb
- A violent intruder
- An external human threat, eg, stalker

These may occur in the school, in the vicinity of the school or in the wider community but directly affecting the school.

## Emergency Response

### On Site Incidents

When the incident occurs during 'school opening' hours:

The staff member witnessing or first discovering an incident will be responsible for instigating the initial response. This may entail:

- Summoning help/calling emergency services (dial 999).
- Instigating fire drill/evacuation procedures or sheltering/lockdown procedures (see Sheltering and Evacuation Procedures, page 5).
- Alerting the Headteacher or Deputy in their absence.
- Securing the immediate welfare of pupils and staff, visitors etc.
- Taking charge at a scene until the emergency services arrive and/or the School Incident Manager assumes control.
- Recording relevant information such as the location and time of the incident, numbers and details of those involved, summary of event, etc (Remember this records/notes may be used in any subsequent enquiry, Civil or Criminal, as evidence. Keep to the facts and be concise).

Whoever assumes the role of School Incident Manager should then contact the County Council by calling the County Emergency Number:

**01296 395959**

which is operated by the Buckinghamshire Fire and Rescue service and is available 24 hours a day throughout the year.

They should ask the Control Room operator to page the Duty Emergency Planning Officer (EPO) and provide the following information:

- Telephone number, including a mobile phone number if possible.
- Your Name.
- Name of your school.
- Very brief details of the nature of the incident.
- Estimated number of casualties and if any are trapped.

On receiving this information the EPO will arrange for a senior office/adviser to ring you back. Depending on the severity of the incident the EOP may call back to reassure that the initial call is being acted on.

Once a senior office has been contacted, decisions will be made in liaison with the School Incident Manager on the appropriate response and support. This will include the co-ordination of the actions that need to be taken to ensure the effective management of the situation. In all cases it will involve the Communications Team at County Hall and, as appropriate, other relevant services such as building maintenance, insurance, legal, education psychology and health and safety.

When the incident occurs outside school opening hours:

The caretaker or designated person on witnessing or first discovering an incident will be responsible for initiating the initial response. This may entail:

- Summoning help/calling emergency services (dial 999).
- Evacuating the premises immediately where necessary, eg, if a letting or other activity is taking place.
- Alerting the Headteacher (or other senior member of staff if not contactable)
- Contacting the County Council by calling the County Emergency Number:

**01296 395959**

and follow the guidance above. If there is no response from anyone to the initial call after 30 minutes, a further call will be made and Thames Valley Police will be contacted on

**01895 846000**

Relevant information such as the location and time of the incident, number and details of those involved, summary of events, etc will be recorded.

## **Off-Site Incidents**

Details of the procedures to be followed and supporting guidance is contained in the Educational Visits Policy and Guidance. Group Leaders should be familiar with this procedure.

Group Leaders, having ensured that they have accounted for all party members and delegated a responsible adult to take care of uninjured members of the party should assume immediate authority for activating the emergency procedures by calling the County Emergency Number:

**01296 395959**

and will then follow the guidance above.

When the senior officer calls back the Group Leader **MUST** be prepared to provide the following information:

- Reconfirm his/her name and the name of the school.
- The location.
- Some indication of the nature of the incident e.g. fire, building collapse.
- Details of any casualties (estimated numbers, any trapped)
- Contact information, including mobile phone number(s) and an email address at the location, if possible.

A log of actions taken and conversations held should be maintained by the Group Leader who may also add further details of the incident, how and why it happened, so far as can be established. This is important as the information will need to be reported to the County Council at a later stage.

Depending on the circumstances of the incident, an Incident Control Centre may be established at County Hall to form a continuous link between the party, the school and parents, the media, rescue agencies, tour operators, insurance companies, etc. As appropriate it may be arranged for the return of the party or for transport for parents to the location where pupils are unable to travel home soon after the incident.

## Sheltering and Evacuation

### Shelter (Lock down)

Examples of when it may be appropriate to shelter in school buildings include a toxic release or the threat from either an intruder on the school grounds or within the vicinity of the school. The term used to describe this type of shelter where pupils are kept indoors is an American phrase - **lockdown procedures**.

The signal to instigate lockdown procedures is sounding of a *AIR HORN* (1 Continuous Blast) combined with shouting "Lockdown Intruder!" or "Lockdown UXB!" for the main school. Any other area should be telephoned and anyone using the field/playground **MUST** be contacted.

Lockdown procedures will be practised from time to time so that staff and pupils are familiar with them.

### Lockdown Procedure

- Signal for commencing lockdown procedures.
  - Call for assistance - 999.
  - Staff should ensure pupils are moved into classrooms or safe areas.
  - Lock doors, close windows and blinds.
  - Keep pupils seated away from windows and doors. There may be circumstances when it is best to sit on the floor or under desks.
  - No one should be allowed out of the classroom or safe area during a lockdown procedure.
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- Pupils should, where possible, be engaged in a quiet activity or game and should be kept calm.
  - Non-teaching staff should, where possible, assemble in the staff room to form an Incident Response Team.
  - If children are outside when the signal for lockdown is given, teachers and supervisors should consider taking them into the nearest hall or building that can be secured (eg, Main Hall) or the field if appropriate. If in the field, staff should take pupils into

the Main Hall. If this is not possible, pupils may be asked to hide, disperse or take cover if this will ensure their safety.

- There may be a need to communicate with teachers in classrooms - if it is safe to do so - 'runners' will be used for this task.

The signal for giving the all clear is sounding of the Air Horn (3 blasts) and shouting "All Clear!" Any other area/building **MUST** be telephoned and anyone using the field/playground **MUST** be contacted.

## **Go In, Stay In, Tune In**

Local industrial accidents, eg, a factory fire with hazardous fumes may also necessitate sheltering inside the school building(s). All doors and windows will be kept shut and appliances such as extractor fans switched off. The emergency services and / or local authority will give the all clear. Information may also be broadcast on local radio or television.

## **Evacuation**

Some examples of circumstances when it may be appropriate to evacuate a building or designated area include, fire, bomb threats, gas or chemical leaks, explosions or substantial damage to the building.

## **Procedure**

- Usually the fire drill procedure will be followed but if a roll-call cannot be taken immediately, designated evacuation/fire officers will check toilets and non-teaching areas to ensure that they have been evacuated.
- Pupils with disabilities will be escorted.
- The most senior member of staff will take any emergency kits with them.
- If any of the designated assembly points are inappropriate, pupils will be evacuated to the nearest safe assembly point.
- Once the evacuation is completed there will be a check to ensure that all staff and pupils are accounted for.
- Where possible the Incident Response Team will be formed and roles clarified.

- The most senior member of staff will await the arrival of the emergency services in a safe place and liaise with the appropriate "Incident Commander/officer".
- Pupils will be reassured and kept under supervision.
- No one will re-enter the building unless the emergency services have given the all clear. A member of the Incident Response Team will be responsible for receiving and relaying this authorisation to staff and pupils.

#### If cleared for re-entry

- All pupils will be accounted for once inside the building again.
- There will be a check to ensure that no unauthorised persons have gained entry.
- Rooms will be rechecked to make sure there is nothing amiss.
- Pupils will be debriefed and reassured.

#### If re-entry is not authorised

- County Council will be alerted, if not already done so.
- School closure procedures will be followed.
- If parents are collecting children from a buddy school, clear location details will be given to parents and the County Council.
- Alternatively, if parents can still collect children from the school site, any restrictions in access to the premises or parking facilities will be considered and communicated to them.

## Buddy Schools

Any arrangement that have been made with a designated School to take staff and pupils there during an evacuation or if the school needs to be closed the parents will be informed should pupils be taken to the Designated School using the class/helpers/ parents.

## Roles and Responsibilities

The Designated School Lead Person will establish an **Incident Response Team** as quickly as possible without compromising the safety of pupils (if during school hours).

The size, role and responsibilities of this team will vary according to the nature and circumstances of the incident.

It is the school's responsibility to determine the appropriate level of response for an incident and to select the necessary roles to achieve this.

In most circumstances the County Council will send an Incident Support Team to the school to work alongside those involved in the initial response and if appropriate take over the overall management of the incident.

Suggested roles and responsibilities for the school's **Incident Response Team** include:-

| Role | Responsibilities | Possible candidates identified for this role |
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|------|------------------|--|

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| <p>Incident Manager(IM)</p> <p>(Wear Tabbard for immediate recognition as (IM) to any emergency services for quick liaison)</p> | <ul style="list-style-type: none"> <li>• Consider the need to alert other colleagues and external agencies.</li> <li>• Establish an Incident Response Team and allocate roles.</li> <li>• Collate all relevant information relating to the emergency.</li> <li>• Co-ordinate the emergency response strategy, liaising with relevant agencies, e.g. the emergency services, County Council, School Governors as appropriate.</li> <li>• Monitor the emergency response.</li> <li>• Provide regular staff / team briefings.</li> <li>• Authorise any additional expenditure</li> </ul> | <p>Headteacher<br/>Deputy Headteacher<br/>Senior Staff Member</p> |
| <p>Deputy Incident Manager</p>  | <ul style="list-style-type: none"> <li>• Assists Incident Manager.</li> <li>• Co-ordinates and manages staff in the Incident Response Team.</li> <li>• Monitors staff welfare and organises staff roster.</li> </ul>  | <p>Deputy Headteacher<br/>or Senior Member of Staff</p>           |
| <p>Parent Liaison Officer(s)</p>  | <ul style="list-style-type: none"> <li>• Advises parents and provides information.</li> <li>• Provides point of contact.</li> <li>• Arranges on site co-ordination of visiting parents.</li> <li>• Maintains regular contact</li> </ul>   | <p>Senior members of staff<br/>School Governors</p>               |

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|  | with parents where appropriate.   |   |
| Administrators   | <ul style="list-style-type: none"> <li>• Man telephone lines.</li> <li>• Help to collate information.</li> <li>• Relay incoming and outgoing messages by telephone, fax, email, etc in a prompt manner.</li> <li>• Provide admin support to the Incident Manager and Deputy Incident Manager.</li> <li>• Maintain a master log of key events and decisions, including expenses incurred.</li> </ul> | School Office<br>Teaching Assistants      |
| Communications Officer / Media Spokesperson<br>(DO NOT RELEASE INFORMATION TO PRESS WITHOUT AUTHORISATION) | <ul style="list-style-type: none"> <li>• Acts as point of contact for media enquiries.</li> <li>• Works with the County Council's Communications team to prepare media statements / interviews.</li> <li>• Assist with internal communications.</li> </ul>  | Senior Member of Staff or School Governor |
| Teachers   | <ul style="list-style-type: none"> <li>• Maintain supervision.</li> <li>• Ensure the safety and security of pupils.</li> <li>• Provide information and offer reassurance.</li> <li>• Monitor pupils physical and psychological welfare.</li> </ul>  | Assisted by teaching assistants           |
| Facilities Management  | <ul style="list-style-type: none"> <li>• Ensure site security at all times.</li> <li>• Provide information about site facilities / layout as necessary.</li> <li>• Assist with access / egress to the school.</li> </ul>  | Caretaker / Site Manager                  |
| Liaison Officer  | <ul style="list-style-type: none"> <li>• To represent the school at</li> </ul>  | Senior member of                          |

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|  | <p>the County Council's Emergency Operations Centre.</p> <ul style="list-style-type: none"> <li>• Communicate with colleagues at the school on a regular basis and receive updates / progress reports.</li> <li>• Relay information to and from the County Council.</li> </ul> | <p>staff</p> |
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In addition to this document, a pack containing up to date:

- Staff list
- Class Parent List
- Governors List
- County Council list
- School plan/map

Will be held in the school office.

| Agency   | Role & Responsibilities  |
|--|--|
| Emergency Services<br>(Inc: specialist operations divisions) | <ul style="list-style-type: none"> <li>• <b>Protect life</b> and property.</li> <li>• Contain the incident and prevent further spread/ escalation.</li> <li>• Minimise damage to the environment.</li> </ul>   |
| County Council   | <ul style="list-style-type: none"> <li>• Alert the school where possible about any local emergency that may affect it e.g. flooding, toxic hazards (release of chemicals, gas leak, etc), serious transportation accident / disruption, major crime or civil disorder.</li> <li>• Provide a central point of contact (normally the Emergency Operations Centre (EOC) at County Hall, Aylesbury). It may be decided that someone from the school should attend the EOC.</li> <li>• Send officers to assist as necessary, e.g. go to the incident, the school, the hospital, etc.</li> <li>• Co-ordinate an overall media management strategy.</li> <li>• Provide a telephone helpline facility at County Hall - e.g. for parents to call for information - to relieve pressure on the school.</li> <li>• Liaise with partner agencies, including other relevant local authority services.</li> <li>• Provide welfare and emotional support to staff, pupils and parents, e.g. through the Educational Psychology Service and the Social Care Post Disaster Support Team.</li> </ul> |
| Health Agencies eg   | <ul style="list-style-type: none"> <li>• Monitor and investigate outbreaks of</li> </ul>   |

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| <p>Health Protection Agency, Primary Care Trusts</p>                       | <p>communicable diseases within the community.</p> <ul style="list-style-type: none"> <li>• Contain the incident and prevent / minimise further spread / escalation.</li> <li>• Provide specific health guidance and information.</li> </ul> |
| <p>Voluntary Groups eg Faith Groups</p>                                    | <ul style="list-style-type: none"> <li>• Provide community and social support</li> </ul>   |
| <p>Miscellaneous e.g. Health &amp; Safety Executive, Foreign Embassies</p> | <ul style="list-style-type: none"> <li>• Relevant authorities may have a duty to investigate or advise on protocols</li> </ul>   |