

## **Rowley Park Academy**

### **Emergency Management Plan**

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#### **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**

To:

1. create an awareness of the need for planned arrangements to be made; and
2. provide re-assurance of the practical help that is available from the Local Authority/Multi Academy Trust

**Scope of the Plan - in school incidents:**

- serious health hazard internally or externally e.g. 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 pupils (10%+) are affected by illness, and advice is required from the HealthProtection 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;
- a bomb threat, receipt of a suspicious package, or a terrorist incident;
- civic disorder;
- a pupil or teacher being taken hostage, abducted or kidnapped;
- the destruction or serious vandalising of part of the school, with an area of the building collapsing;
- contractor failure resulting in loss of essential commodities e.g. water or heating;
- the death, or serious injury, of a pupil or member of staff through natural causes, suicide or an accident; or
- The request to school to 'hold' pupils beyond the normal end of the school day (for example, police making request due to local incident).

**Scope of the plan - offsite incidents**

In respect of school trips and visits guidance is available from the DFE's good practice guide Health & Safety of Pupils on

Educational Visits, also see Offsite 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). Parents of pupils 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. This meeting must be recorded and copies handed to the Headteacher.

### **Calling emergency services**

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

999

### **Lock down procedures**

In the case of an emergency which requires a 'lock down', a signal will be given so that staff and children will return immediately to their classroom base where a register will be taken. This signal will be **xxxxxxxxxxxxxxxxxxxx**

The school will remain locked and everyone will remain in their bases until the Headteacher signals that staff and pupils may be released. If any staff and/or pupils are offsite they will be contacted and instructed not to return to school until they are told that it is safe to do so.



**Evacuation of the school site**

In normal circumstances, the school evacuates to an assembly point on the school field.

Following sweeps of the building and an account of all persons' 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; or
- To evacuate the school site to either:

1. xxx  
**Address:** xxx  
**Phone:** xxx

2. xxx  
**Address:** xxx  
**Phone:** xxx

The total evacuation of the school site will involve moving all persons through the nearest exit, using the passage way that leads onto the Wolverhampton Road, or via the field and through the gates that open onto Highfields road.

**Roles and Responsibilities:**

**Teaching staff and teaching assistants** to remain responsible for the care of children recording a head count of children and will take all medical needs for example inhalers, epipens where possible. Admin staff to be responsible for contacting parents to inform them of collection procedures for their children from the Church.

**Headteacher or designated person, with the assistance of the Business Manager,**

To remain on-site if at all possible to:

- a. liaise with the Fire Service and other emergency services;
- b. liaise with staff at the designated evacuation point;
- c. respond to phone calls or arrival of parents; and
- d. to inform the Police/Multi Academy Trust/Local authority of the incident, giving details about:
  - i. the nature of the incident;
  - ii. exact location of the incident with details about entry and access points;

- iii. the possible location of anyone who may need rescuing;
- iv. numbers of casualties, if possible, and the nature of any injuries sustained;
- v. any individual hazards which may be present on the premises and their location; and
- vi. Contact telephone numbers on request.

### **School Emergency Response Team (SERT)**

SERT Co-ordinator  
Mrs K Tewley Executive Headteacher  
(In absence of above: Mrs A Beaumont)

SERT MEMBERS:  
Mr J Tewley Business Manager  
(In absence of above: Miss H Stubbs)

Mr C Bourke  
Site Manager

Mrs V Macready  
Admin Assistant

Mrs S Hulmes  
Business Support Officer/PA to Executive Headteacher

ACTIONS-ON- SITE INCIDENT SERT  
COORDINATOR  
ACTIVATE SCHOOL EMERGENCY PLAN

- 1. Assess risks and ensure immediate safety and welfare of pupils, staff and visitors.**
- 2. Contact Emergency services (999)**
- 3. Mobilise and brief SERT as required.**
- 4. Brief staff, Chair of academy council, pupils and parents - following advice from the Police**

PLAN INITIAL MANAGEMENT OF INCIDENT

**Dealing with enquiries**  
**Informing families of those involved**  
**Transport Resources/ Materials Communication**  
**Reuniting Pupils with family/parent**  
**Media Access control (Police)**  
**Special Needs**  
**Pupils Cultural/religious issues**

PLAN LONG TERM MANAGEMENT OF INCIDENT

**Security of site/preservation of evidence**  
**Media**  
**Clear up of affected area**  
**Business continuity**  
**Support for pupils/ 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 Police, if required, and CEO.
3. Brief staff, chair of Academy Council, pupils and parents - following advice from Resilience and Emergency Planning team.
4. Contact any other relevant agencies e.g. organise transport for returning pupils and staff.

**PLAN INITIAL MANAGEMENT OF INCIDENT**

Dealing with enquiries  
Media  
Informing families of those involved  
Transport  
Maintain normality within school  
Special Needs pupils  
Resources/ Materials  
Cultural/religious issues  
Communication  
Reuniting Pupils with family/parent Business  
Continuity

**PLAN LONG TERM MANAGEMENT OF INCIDENT**

Communication with incident locality Media  
Clear up of affected area Business  
continuity  
Support for pupils/staff /families Reputation  
Acknowledgement of incident  
Attending funerals  
Gifts/cards to persons affected  
Discussing opportunities  
Planning memorials and commemorations

Restoring normality  
Monitoring the effects  
Debriefing /updating plans  
Public inquiry/investigations/legal implications  
Financial implications

### **Parents**

In a major emergency, it will be important to prepare an announcement or a coordinated release of information to parents, the public, and the media.

Special steps should be taken to inform affected parents effectively and sensitively. This should be done in consultation with the Police and the CEO.

An early decision should be made about how to inform parents, bearing in mind the speed at which rumors can circulate. In the case of a fatality, the police will normally inform the next of kin. Other more general methods of informing parents could be:

1. notice on school website;
  2. text message;
  3. letters;
  4. notice on school gate;
  5. recorded message on a designated telephone line;
  6. local TV/Radio announcement;
  7. member of staff outside the school giving parents information;
- and/or
8. Individual parents contacted by telephone.

It would re-assure parents 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 about whether parents 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 the incident is away from school, staff must **not drive** parents to the scene. Transport arrangements for parents who need to travel to the scene should be arranged by the school as soon as possible.

## **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:

1. the media can provide a useful conduit for the dissemination of public information; and
2. 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 school's key objectives are:



to show that it is controlling the incident and doing all it can to minimize the consequences;

1. to set minds at rest as far as possible and counter dangerous rumors;
2. to establish itself as caring, responsible and competent;
3. the person giving an interview should be the Headteacher, their Nominee, the Chair of the Academy Council or the CEO;
4. demonstrate concern, not panic - share **pity** for victim and family loss, give **praise** to the emergency services;
5. have another person with you, if possible, to monitor the interview;
6. Give **facts** only, do not speculate, 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';
7. if possible, agree an interview format i.e. establish what the interviewer wants to ask;
8. 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;
9. remember you could be quoted on anything you say to a journalist, even if it is not part of the formal interview;
10. Don't over-elaborate your answers. Answer only the questions asked;
11. Refuse requests for photos or schoolwork of children/staff involved;
12. Try to keep a grip on your emotions during interviews/camera team go when the interview is over.
- 13. Only give out information regarding deaths of persons once the next of kin have been informed, never before.**



### **Contact List**

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

<b>Organisation</b>	<b>Name</b>
SERT - Executive Headteacher	Mrs K Tewley
SERT- Head of school	Mrs A Beaumont
SERT - Deputy Headteacher	Miss H Stubbs
SERT – Business Manager	Mr J Tewley
SERT – Site Manager	Mr C Bourke
SERT - Admin Assistant	Mrs V Macready
SERT - Business Support Officer/PA to Executive Headteacher	Mrs S Hulmes
Chair of Academy Council	Mrs K Meecham