



School Emergency Plan

**This policy was reviewed by the
Governing Body September 2017**

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ENSURE THAT EVERYONE WHO HAS A COPY OF THE EMERGENCY PROCEDURES IS ADVISED OF UPDATES AND AMENDMENTS.

DISTRIBUTION LIST

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Theresa O'Hara	✓	Head teacher	(024) 76 610165	014 55 221884	07702 631158	o'harat@pearlhyde.cove ntry.sch.uk
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Emma Towlson		School Business Manager			07583 555430	towlson@pearlhyde.co ventry.sch.uk
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entry.sch.uk">whelank@pearlhyde.cov entry.sch.uk

INTRODUCTION

Emergency procedures may never be used, but they will be worthwhile to ensure an immediate, effective and caring response to any major incident which may befall the school.

It is impossible to predict the exact form or effect of an emergency. Therefore, these emergency procedures are meant to constitute a broadly applicable emergency document rather than specific detailed arrangements.

Emergency management arrangements must be flexible.

Potential hazards are numerous. However, these procedures have addressed many of the more probable incidents and an assessment of their impact has been considered in drawing up this plan.

Relevant documents which have been considered alongside these emergency procedures are:

Emergency Evacuation procedures document (Appendix 1)

INFORMATION FOR ALL STAFF

1. Be ready to respond to any potential hazard in and about the site.
2. Contact the school office in the event of any emergency, giving information about the:
 - Nature of the incident
 - Type of help required
 - Emergency service(s) required
 - Exact location of the incident
 - Number of casualties and nature of injuries (if applicable).
3. If necessary, evacuate the building, according to procedures set out in the Emergency Evacuation Procedures Document.
4. Maintain a calm atmosphere.
5. Respond to instructions given by members of the Crisis Management Team (CMT).
6. Do not speak directly to the media but refer all enquiries to the person responsible for contact with the media.

CRISIS MANAGEMENT TEAM (CMT)

Membership of the CMT is described in Appendix B. Membership and responsibilities are likely to vary for many reasons. A plan showing which members of staff are designated to fulfil particular responsibilities on each day will be displayed in the staff room. However, because staffing may vary considerably each day there will be a brief meeting of the School Management Team each morning at 8:30am in the head teacher's office to confirm responsibilities for that day. These details will be displayed on a notice board in the staffroom. The Team Manager on any particular day will be responsible for ensuring that staff are designated to undertake the various CMT roles.

The CMT will meet in the Assembly Area following evacuation. Should a genuine emergency be declared then the CMT will be involved in the evacuation to Wyken Community Centre.

Upon evacuating the building, the Control Centre Manager will contact Wyken Community Centre and inform them that a crisis has arisen and there is a need to establish a control centre immediately. The Control Centre Manager will then proceed to the Community Centre and ensure that the Control Centre is fully operational.

The Site Manager will remain on site in order to support and liaise with the Emergency Services and to provide an on site point of contact for the Crisis Management Team at the Control Centre.

The Team Manager has no specific duties, allowing him/her to take on a more flexible role, overseeing the emergency response generally and responding to events as he/she deems necessary.

All members of the team will have a complete file of information.

Laminated task sheets will be displayed in appropriate places.

It is planned that all members of the team will have initial instructions about their role(s); training; and regular "reminder sessions".

TEAM MANAGER

RESPONSIBILITIES:

To co-ordinate and direct the activities of the Crisis Management Team in accordance with the school's Emergency Procedures;

To draw up an emergency plan/immediate course of action for the specific incident;

To delegate responsibilities and give task sheets to the chosen staff;

To keep a comprehensive incident log - pro formas kept in the Emergency Procedures file;

To consult with the Police about the release of information to students, staff, parents, general enquiries and the media.

LIAISON WITH THE MEDIA

RESPONSIBILITIES:

Early establishment of central media point (a designated area to be determined);

To liaise and co-operate with the media and to answer their general* queries, as appropriate, about the arrangements being made for dissemination of information;

Only the Crisis Team Manager, or designated deputy in his/her absence, will give press statements and/or answer questions relating to the incident

To assist with the arrangements for press briefings (in consultation with the Council's Press Office who will take the lead role);

To assist the Council's Press Office with the preparation of press statements (the Council's Press Office who will take the lead role);

To liaise with the emergency services and the Council's Press Office over the setting up of a Media Centre;

To provide basic information about the school - refer to separate sheets in file;

In association with the Council's Press Office, to liaise between the press and those affected, about press interviews - seeking permission from parents/guardians of any pupils involved in interviews;

Ensuring that pupils involved in interviews have any necessary support;

In association with the Council's Press Office, asking the interviewer the questions to be asked in advance of the interview and undertaking any necessary research work;

To respond to directions from personnel in control, e.g. Police, Duty Emergency Manager.

COMMUNICATIONS MANAGER

RESPONSIBILITIES:

To ensure that the relevant Emergency Services have been contacted immediately upon arrival at the Assembly Area:

Police	999 (some phones require four 9's)
Fire	999
Ambulance	999
Local Fire Station	(024) 7645 8097
West Midlands Police	0845 113 5000

Be prepared to give the following information:

- (1) Emergency service(s) required;
- (2) Exact location of the incident;
- (3) Number of casualties;
- (4) Nature of injuries;
- (5) Location of telephone number where call is being made from;
- (6) Hazards which may be encountered by the emergency services at the site;
- (7) Your telephone number.

CONTACT COVENTRY CITY COUNCIL

Council Emergency Telephone Operator: (telephone number given in Appendix J)

Give the following information:

1. Your name.
2. Your telephone number.
3. The School's name: Pearl Hyde Community Primary School
Address:
Dorchester Way,
Clifford Park,
Coventry CV2 2NB

Telephone: 024 7661 0165
4. Details of the incident.
5. Nature of assistance required - dealing with the media; transport; catering; communications; administrative support.
6. Ask the operator to advise one of the Duty Emergency Managers under the Council's Major Emergency Scheme.

OR

7. During Office hours, contact the Council's Emergency Planning Section direct (telephone number given in Appendix J)

To contact the Education and Cultural Services when directed by the Crisis Team Manager.

To respond to directions from personnel in control, e.g. Police, Duty Emergency Manager.

CONTACT APPROPRIATE OTHERS:

RESPONSIBILITIES:

To contact:

Chair of Governors

Vice Chair of Governors

Member of Parliament

Education and Cultural Services

Education Officer

NOTE: In a major emergency, the Duty Emergency Manager may already have contacted Local Councillors, Education and Cultural Services and MPs. Check before contacting them.

To respond to directions from the Crisis Team Manager or other personnel in control, i.e. Police, Duty Emergency Manager.

SCHOOL SITE MANAGER

RESPONSIBILITIES:

To liaise with the Emergency Services on site and to provide information and advice about the site.

To liaise with the Crisis Team Manager and to keep him/her up to date with developments at the school site.

The person responsible for the tasks on this page should be fully conversant with the building facilities and services

To respond to directions from the Crisis Team Manager or other personnel in control, i.e. Police, Duty Emergency Manager.

CONTROL CENTRE MANAGER

RESPONSIBILITIES:

To set up the Crisis Control Centre and to check that all equipment and facilities are fully operational.

Be ready to give the information to the Crisis Team Manager.

Equipment/facilities required in the Crisis Control Centre

Item	Where located	Notes
Telephone(s)	Already in control centre.	Dial 9 to obtain an outside line.
Mobile phones	Allocated to specific staff and brought to the Crisis Control Centre.	Mobile numbers are contained in Appendix J.
Fax	Already in control centre.	
Photocopier	Already in control centre.	
Television	Already in control centre.	
Radio (battery operated)		
Whiteboards or flip chart	Already in control centre.	
Computer with internet/email	Already in Crisis Control Centre.	
Portable, battery operated dictating machine (s)		
Stationery, supply of incident logs, emergency plans, contact lists, maps and plans etc	Already in Crisis Control Centre.	
Other requirements Megaphone	Brought to Crisis Control Centre by Personnel Manager.	

PERSONNEL SAFETY MANAGER

RESPONSIBILITIES:

To evacuate the building in accordance with the Emergency Evacuation Procedures Document.

To liaise with the Crisis Management Team Leader and Emergency Fire Services, once the names of those present have been checked against attendance list.

The responsibility for rescue rests with the Fire Service.

To ensure that persons evacuated are afforded shelter as appropriate. The building identified for immediate shelter following evacuation is Wyken Community Centre, Westmorland Road.

To liaise with Team Leaders to ensure that immediate reassurance and support is given for anyone who is distressed.

To respond to directions from the Crisis Team Manager or other personnel in control, i.e. Police, Duty Emergency Manager.

WEEKENDS AND HOLIDAYS

It is a condition of any booking of the School's facilities in the evenings, at weekends and during holidays that the person making the booking understands and takes responsibility for implementing the Emergency Procedures.

Full details are available in the Emergency Procedures file - a copy is always kept in the school office.

The person making the booking will take charge of the procedures until a member of the Crisis Management Team arrives.

The person making the booking will delegate the tasks outlined below - by giving the person the task details from the Emergency Procedures file.

1. Someone to contact emergency services.
2. Person to contact the Council and members of the Crisis Management Team.
4. Someone to be responsible for the immediate safeguarding of students and staff.

The following tasks will be undertaken by previously identified School staff:-

5. Person responsible for liaison with the media
6. Person to check communication channels.
7. Someone to contact appropriate others.

Exact details are in the File.

Please sign and return the slip below to (name)

----- ✂ Please cut along dotted line -----

Emergency Procedures

I confirm that I understand the Emergency Procedures, as detailed in the File, and that I will be responsible for initially implementing the procedures.

Signed:

Date:

CRISIS MANAGEMENT TEAM - COMPOSITION

RESPONSIBILITY	OPTION 1	OPTION 2	OPTION 3
Team Manager	Headteacher	Deputy Headteacher	Team Leader
Communications Manager	Deputy Headteacher	Team Leader	Team Leader
Site Manager	Site Services Officer	Clerical Officer	Resource Assistant
Control Centre Manager	School Administrator	Clerical Officer	Resource Assistant
Personnel Safety Manager	Team Leader	Team Leader	Team Leader

BASIC INFORMATION ABOUT THE SCHOOL

Pearl Hyde Community Primary School
Dorchester Way
Clifford Park
Coventry CV2 2NB

Telephone: 024 7661 0165

Map of surrounding area:

Included in file

Photographs:

Included in file (photos of buildings etc)

Safety record:

Pearl Hyde Community Primary School has an excellent safety record, having had no serious accidents since the school was opened in 1976.

OUR SECURITY STRATEGY

Our School is normally open from 8:00 a.m. to 6:00 p.m. every weekday. These times may vary when approved lettings or additional school activities such as concerts etc take place.

The following measures are intended to provide for security:

Fire alarm system – The fire alarm system consists of a series of bells which can be heard in all parts of the building. There is one red warning light situated in classroom 9.

Intruder alarm system – The intruder alarm system is operated by a series of infra red detectors which are situated throughout the building. The detectors are connected to the fire alarm system and will sound an audible alarm if an intruder is detected. The school is monitored by the LEA's Emergency Services Unit who will send a response team in the event that the alarm is activated.

Security lighting – The school does not have this facility.

Security Fencing – The school has a secure perimeter fence around the whole of the site.

Visitor signing in/out procedures – All visitors are required to enter the school via the main entrance and to sign the visitors log upon arrival and departure.

Visitor badges – These are issued to all authorised visitors once they have signed the visitors log which is kept outside the school office.

INCIDENT LOG

Incident:

Location of incident:

Date:

Time:

The following section to be maintained as the incident progresses:

Date	Time	Event/Action Taken	Reason(s)

Name

Designation

SCHOOL TRIP ATTENDANCE FORM

Name and address of School		
School telephone number		
School trip to		
Departure time and date		
Anticipated return time and date		
Home contact teacher	Name	Tel. No.
Supervising teacher mobile phone number		Tel. No.

The Home Contact will also be provided with a copy of the Educational Visits forms EDVIS 01 and EDVID04 which contain a list of all staff, pupils and other personnel who are on the trip.

There is always the possibility of an incident whilst pupils are away from school and incidents involving mini-bus crashes have highlighted the need for arrangements to be in place in the event of such an incident.

Before all trips, regardless of duration, a list will be compiled of names, addresses and home telephone numbers of all staff and pupils making up the party. One copy will be retained by the senior member of staff going on the trip (The Party Leader) and another copy given to a member of staff not going on the trip (The Home Contact).

The name and telephone number of The Home Contact will be clearly marked on the list being taken by the Party Leader.

The Home Contact should be prepared to be continuously available for the whole duration of the trip, although a rota system could be used for extended trips.

Where possible, The Party Leader will have with him/her a mobile telephone, the number for which is known to the Home Contact.

Although this is an extremely onerous task, the school feels that it is worthwhile to allay anxieties, particularly of parents, should an incident occur or the trip is significantly delayed on its return.

EDVIS01 (10 days)
CITY OF COVENTRY EDUCATION AND LIBRARIES SERVICE
NOTIFICATION OF CATEGORY A & B VISITS FOR INSURANCE
OFF-SITE EDUCATIONAL ACTIVITIES AND VISITS

It is the responsibility of the Head of the Establishment to complete this form, and return it to the Finance Section, **to arrive at least 10 working days before the start of the activity or visit.**

Name of establishment _____

Inclusive dates _____

Number of young people _____ Number of adults _____

Age range of young people _____

Type of intended transport _____

Intended place of visit and type of activity _____

Name of party leader _____

Date _____

EDVIS04
CITY OF COVENTRY EDUCATION AND LIBRARY SERVICE
LIST OF ADULTS & YOUNG PEOPLE ON CATEGORY C
OFF-SITE EDUCATIONAL ACTIVITIES VISITS

Establishment	Visit	
Inclusive Dates	No. Young people	No. Adults

Name	M/F	Date of Birth	Address & Tel No.	Pay or remission or staff

VAT EXEMPTION	Invoice showing the VAT element separately	Y/N
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Signature:	(Head of Establishment)	Date
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Hazards identified and specific actions required

Hazard/incident	Specific actions
Accidents at school	
Accidents away from school	
Accidents on school trip	
Fire	
Damage to school	
Hostage taking/abduction	
Loss of key staff	
Death of staff/pupil	
Suicide	
Violence	
Loss of water supply	
Loss of gas supply	
Loss of electricity supply	
Loss of telephones	
Hazardous areas (laboratories)	
Nearby hazardous premises	
Health incidents	
Incident at neighbouring school	
Weather related incidents	

*** Careful consideration should be given to any specific hazard identified and actions which might need to be taken as a result. Questions to ask in compiling the plan include – is this a credible risk, who do we tell, who would we ask for help, are there any immediate and specific actions we need to take, are there any actions to mitigate the effects etc. Additionally, what would be the knock-on effects of any actions the School might take e.g. effects of closing the school.**

Other Contacts list

	Office No.	Out of hours number	Mobile No.
WMDC Duty Emergency Manager	01924 305048 or 01924 305053	01977 724777 (ex dir) or 01977 724724 (public)	When the Duty Emergency Manager contacts you, he/she will advise of the mobile number.

Other Contacts					
	Member of Parliament				
	Education and Cultural Services				
	Police (Local)				
	Fire (Local)				
	Ambulance (Local)				

Emergency Evacuation Procedures

- In the event of fire (or any event which poses a similar risk) the person discovering it should immediately activate the fire bell by breaking the glass on the nearest emergency switch.
- The emergency alarm is sounded when the school bell rings continuously.
- Under no circumstances should anyone attempt to fight a fire.
- When the emergency alarm sounds everybody should immediately evacuate the building by the nearest exit. Under no circumstances should anyone delay their exit in order to retrieve personal belongings or valuables. Adults in charge of pupils should lead their pupils out of the building in silence closing doors and windows on the way if that is possible. Any adult or pupil who is not attached to a group at the time of the alarm should evacuate the building via the nearest emergency exit and make their way to the assembly area which is on the school playground.
- The member of staff situated in Classroom 6 will be responsible for checking the girls and boys toilets (Rooms 51 & 52).
- The member of staff in Classroom 10 will be responsible for checking the girls and boys toilets (Rooms 53 & 54).
- The member of staff in Classroom 2 will be responsible for checking the girls' toilets (Room 24).
- The member of staff in Classroom 3 will be responsible for checking the boys' toilets (Room 25).
- Irrespective of the arrangements set out above all staff should carry out a quick visual check of adjacent areas when the alarm first sounds. Staff should continue to scan areas as they pass through them whilst evacuating the building.
- Administration staff who are in the school office should evacuate the building immediately. On their way out they should check the staff toilets, staffroom and meeting room. They should take with them the school's emergency kit which includes:

First Aid Kit Mobile Telephones Megaphone Visitors Log	Gate Key Pupil Details Registers Fluorescent vests
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- Immediately upon arrival at the assembly area:
 1. The person who is responsible for contacting the Emergency Services will contact the Fire Brigade.
 2. The Crisis Management Team will assemble.
 3. The Person in Charge of the Crisis Management Team will determine the status of the situation. If the situation is deemed to be a genuine emergency the school's Emergency Procedures will be implemented.
 4. Under no circumstances should anyone enter the building until the Fire Officer has declared that it is safe to do so.

Monitoring and evaluation

The headteacher will ensure that the school holds an emergency drill each term. These will include a drill during lesson time and at lunchtime.

On a termly basis the Health and Safety coordinator should carry out a detailed check of the 'Emergency Kit' and the padlock to the exit gate.

The Site Safety Committee will monitor the effectiveness of emergency drills as a standing agenda item when they meet. In the event of an evacuation the Site Safety Committee will hold an additional meeting in order to evaluate the effectiveness of the evacuation procedures.

The Governing Body's Resource Management Committee will keep this plan under review and monitor the effectiveness of the school's emergency procedures through the Site Safety Committee.

Parents/carers

Parents will be provided with a copy of the school's Emergency Procedures.