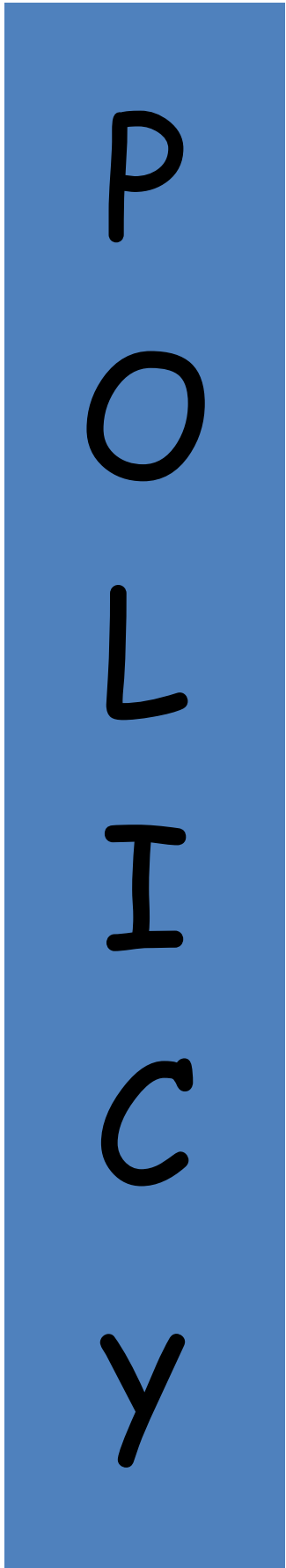


Slaithwaite CE J & I School



Emergency Scheme



EMERGENCY PROCEDURES

December 2016

<u>Contents</u>	<u>Page</u>
Distribution List.....	3
Record of Updates	4
Introduction.....	5
Information for all teaching and non-teaching staff	6
Crisis Management Team	7
Outline of responsibilities for those:	
(a) in charge of the Crisis Management Team;.....	8
(b) responsible for liaison with the media;.....	9
(c) to contact Emergency Services;.....	10
(d) to contact Council and members of the Crisis Management Team;.....	11
(e) to open appropriate buildings;.....	13
(f) to check channels of communication;.....	14
(g) to contact appropriate others;.....	15
(h) responsible for the immediate safety of students and staff.....	16
<u>Appendices</u>	
A. Out of hours booking procedures	17
B. Identified Staff for Various Duties.....	18
C. Basic information about the school	19
D. Security Strategy	20
E. Incident Log	21
F. School Trip Attendance Form.....	22
G. Equipment/facilities required in the controlling centre	24
H. Hazards identified and special actions required	25
J. Useful telephone numbers.....	26

EMERGENCY PROCEDURES

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

DISTRIBUTION LIST

<u>Name</u>	<u>Designation</u>	<u>Address</u>
1 Elaine Bradley	Headteacher	Slaithwaite CE J&I
2 Teaching Staff	Teaching Staff	Slaithwaite CE J&I Copy staffroom
3 All Support Staff	All Support Staff	Slaithwaite CE J&I Copy staffroom/Admin Office/Kitchen
4 Mrs A Parkinson	Chair of Governors	12 Meadow Lane Slaithwaite
5 Mr C Beith	Vice Chair	5 New Close Lane Slaithwaite
6 Station Officer	Fire Service	New Street, Slaithwaite
7 Sean Westerby	Emergency Planning Team	Kirkgate Buildings, Hudds

EMERGENCY PROCEDURES

SLAITHWAITE CE J & I SCHOOL EMERGENCY SCHEME

RECORD OF UPDATES

Update No.	Date Updated	Signature
1. Policy checked	October 2008	E. Bradley
2. Policy checked and updated	November 2009	E. Bradley
3. Policy updated and checked	September 2010	E. Bradley
4. Policy reviewed & checked	6 th September 2011	E. Bradley
5. Policy re-written	20 th November 2012	E. Bradley
6. Policy reviewed	11 th September 2013	E. Bradley
7. Policy reviewed	17 th September 2014	E. Bradley
8. Policy Reviewed	3 rd December 2015	E. Bradley
9. Policy reviewed	18 th November 2016	E. Bradley
10		

EMERGENCY PROCEDURES

INTRODUCTION

Emergency plans 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, this emergency plan is meant to be a broadly applicable emergency document rather than specific detailed arrangements.

Emergency management arrangements must be flexible.

Potential hazards are numerous. However, the plan has addressed many of the more probable incidents and an assessment of their impact has been considered in drawing up this plan. A list of potential hazards which have been considered is attached as an appendix to this plan

Other relevant documents which have been considered alongside this emergency scheme are the:

Fire procedures document

School trips procedures

Bad weather procedures

Bomb threats procedure

Safeguarding Policy

Health & Safety Policy (including bomb & evacuation Procedures)

Smoking Policy

Drugs Policy

EMERGENCY PROCEDURES

INFORMATION FOR ALL TEACHING AND NON-TEACHING STAFF

Be ready to respond to any potential hazard in and about the site.

Contact Mrs Bradley, Mrs Hoyle or Miss Millward 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).

If necessary, evacuate the building, according to procedures set out in the **Fire/Bomb Threats Procedures Document**. (See below)

Maintain a calm atmosphere.

Respond to instructions given by members of the Crisis Management Team (CMT).

Do not speak directly to the media but refer all enquiries to the person responsible for contact with the media.

Emergency Evacuation of the building

- If the school bell sounds, evacuate the building.
- All classes and staff must leave the building by the nearest exit and go out of the top gate.
- All classes and staff to assemble on the road.
- Mrs Bradley and Mrs Hoyle to take registers.
- All school to walk down to the Community Centre.
- Crisis Management Team will follow Emergency Procedures.

EMERGENCY PROCEDURES

CRISIS MANAGEMENT TEAM (CMT)

Base:	Staffroom
Reserve Base:	Head Teachers office
Off-site reserve:	Slaithwaite Community Centre, Slaithwaite
Members:	Headteacher - Mrs Bradley Bursar - Mrs Hoyle Other members will be selected by the Headteacher from the following:- Kay Millward - Deputy Head Stephen Devlin - Caretaker Alison Parkinson - Chair of Govs Paula Cherrington

The Headteacher has no specific role, to allow her to take on a more flexible role, overseeing the emergency response generally and responding to events as she deems necessary.

Several people are allocated to each of the eight jobs.

The person in charge of the Crisis Management Team will delegate responsibility for the seven tasks from the allocation list.

The person in charge will give each of the seven people a list of tasks to undertake.

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".

EMERGENCY PROCEDURES

PERSON IN CHARGE OF THE CRISIS MANAGEMENT TEAM:

RESPONSIBILITIES:

To co-ordinate and direct the activities of the Crisis Management Team;

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 provide a flexible response, based on the Emergency Procedures Document;

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

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

EMERGENCY PROCEDURES

PERSON RESPONSIBLE FOR 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 to the media;

*Note: It is anticipated that the head teacher will **NOT** be responsible for fulfilling the tasks set out on this page. Only the head teacher, 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 the person in charge of the Crisis Team or other personnel in control, e.g. Police, Duty Emergency Manager.

EMERGENCY PROCEDURES

PERSON TO CONTACT EMERGENCY SERVICES

RESPONSIBILITIES:

Contact as appropriate:

Police	9999
Fire	9999
Ambulance	9999
Local Fire Station	842618
Local Police Station	436896

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;

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

EMERGENCY PROCEDURES

PERSON TO CONTACT COUNCIL AND MEMBERS OF THE CRISIS MANAGEMENT TEAM:

RESPONSIBILITIES:

- * 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: Slaithwaite CE J & I School

Address:

Holme Lane

Slaithwaite

Huddersfield, HD7 5UG

Telephone: 01484 222586

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 07850 559698

EMERGENCY PROCEDURES

To contact as requested by the person in charge:

Designation	Name	Contact Tel. No.
Headteacher	Elaine Bradley	Contact telephone numbers can be found in Appendix J
Deputy Headteacher	Kay Millward	
Bursar	Julie Hoyle	
Caretaker	Stephen Devlin	

To contact the Education and Cultural Services when directed by the Headteacher.

To respond to directions from the person in charge of the Crisis Management Team or other personnel in control, e.g. Police, Duty Emergency Manager.

EMERGENCY PROCEDURES

PERSON TO OPEN APPROPRIATE BUILDINGS:

RESPONSIBILITIES:

Open the appropriate parts of the school

OR

If required, open the alternative emergency centre.

Considerations regarding alternative premises - in liaison with Police or Duty Emergency Manager

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 person in charge of the Crisis Team or other personnel in control, i.e. Police, Duty Emergency Manager.

EMERGENCY PROCEDURES

PERSON RESPONSIBLE FOR CHECKING CHANNELS OF COMMUNICATION:

RESPONSIBILITIES:

Check that all available communications and office equipment are working (telephones, fax, email facilities and copiers) in the designated emergency room.

Be ready to give the information to Duty Emergency Manager.

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

EMERGENCY PROCEDURES

PERSON TO CONTACT APPROPRIATE OTHERS:

RESPONSIBILITIES:

To contact:

Chair of Governors
Vice Chair of Governors
Member of Parliament
Education and Cultural Services

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 person in charge of the Crisis Team or other personnel in control, i.e. Police, Duty Emergency Manager.

EMERGENCY PROCEDURES

PERSON RESPONSIBLE FOR IMMEDIATE ACTIONS TO SAFEGUARD STUDENTS AND STAFF

RESPONSIBILITIES:

To evacuate the building in accordance with the Fire/Bomb 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 the Community Centre, Bank Gate, Slaithwaite.

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

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

EMERGENCY PROCEDURES

Appendix A

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 **Headteachers/Admin 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.
3. Someone to open appropriate buildings.
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:

EMERGENCY PROCEDURES

Appendix B

IDENTIFIED STAFF FOR VARIOUS DUTIES

RESPONSIBILITY	
In charge of the Crisis Management Team	Elaine Bradley
Liaison with the Media	Elaine Bradley
Contact Emergency Services	Julie Hoyle
Contact with the Council and members of the Team	Julie Hoyle
Opening appropriate buildings	Stephen Devlin
Checking channels of communication	Elaine Bradley/Julie Hoyle
Contact appropriate others	Elaine Bradley/Julie Hoyle
Immediate safeguarding of Students and staff	All CMT

EMERGENCY PROCEDURES

Appendix C

BASIC INFORMATION ABOUT THE SCHOOL

Slaithwaite CE J & I School

Holme Lane
Slaithwaite
HD7 5UG

01484 222586

Map of surrounding area:

included in file

Photographs:

included in file (photos of buildings etc)

Safety record:

Slaithwaite CE J & I has an excellent safety record, having had no serious accidents,

Details of CMT:

Headteacher: Elaine Bradley, Greengates Farm, Holthead, Slaithwaite
Deputy Headteacher: Kay Millward, 8 Carolan Court, Golcar

Others: Julie Hoyle, Flat 8, The Old Red Lion, Marsden
Stephen Devlin, 44 Hazel Grove, Linthwaite
Alison Parkinson, 12 Meadow Lane, Slaithwaite
Paula Cherrington, 28 Moorland Rise, Meltham

EMERGENCY PROCEDURES

Appendix D

OUR SECURITY STRATEGY

Our School is open from 8.50 a.m. to 3.20 p.m. every weekday.

The following measures are intended to provide for security:

Fire alarm system

Intruder alarm system

Security lighting

Visitor signing in/out procedures

Visitor badges

EMERGENCY PROCEDURES

Appendix E

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

EMERGENCY PROCEDURES

Appendix F

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 following staff, parents and pupils are on the above trip

Name	Address	Home Tel. No.
1 SUPERVISING TEACHER		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

One copy of this form will be retained by the Home Contact Teacher and one copy by the Supervising Teacher.

EMERGENCY PROCEDURES

There is always the possibility of a 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 supervising teacher) and another copy given to a member of staff not going on the trip (the home contact teacher).

The name and telephone number of the home contact teacher will be clearly marked on the list being taken by the supervising teacher.

The home contact teacher should be prepared to be continuously available for the whole duration of the trip, although a rota system could be used for extended trips. incident whilst pupils are away.

Where possible, the supervising teacher will have with him/her a mobile telephone, the number for which is known to the home contact teacher.

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.

EMERGENCY PROCEDURES

Appendix G

Equipment/facilities required in the controlling centre

Item	Where located	Notes
Telephone(s)	Already in controlling centre	
Mobile phones	Elaine Bradley Julie Hoyle	
Fax	Office	
Photocopier	Outside Staffroom	
Television	Willow Class	
Radio (battery operated)	None	
Whiteboards or flip chart	DT store	
Computer with internet/email	Office/iPad	
Portable, battery operated dictating machine (s)	None	
Stationery, supply of incident logs, emergency plans, contact lists, maps and plans etc	Office	

EMERGENCY PROCEDURES

Appendix H

Hazards identified and specific actions required

Hazard/incident	Specific actions
Accidents at school	Follow school procedures
Accidents away from school	First Aid appointed person Emergency Services
Accidents on school trip	Emergency Services
Fire	Emergency Services
Damage to school	Emergency Services
Hostage taking/abduction	Emergency Services
Loss of key staff	Consult other staff
Death of staff/pupil	School procedures
Suicide	As above
Violence	As above
Loss of water supply	Emergency Services
Loss of gas supply	Emergency Services
Loss of electricity supply	Emergency Services
Loss of telephones	Emergency Services
Hazardous areas (laboratories)	Emergency Services
Nearby hazardous premises	Emergency Services
Health incidents	Emergency Services
Incident at neighbouring school	Emergency Services
Weather related incidents	Emergency Services

EMERGENCY PROCEDURES

Useful telephone numbers

Appendix J

Sean Westerby	Council emergency telephone number	07850 559698
Elaine Bradley	Headteacher	841235
Kay Millward	Deputy Head	654474
Julie Hoyle	Bursar	961632
Stephen Devlin	Caretaker	308915