

Shireland Collegiate Academy Trust Policy

# Emergency Plan

2019

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<b>Category</b>	Recommended
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<b>Officer Responsible</b>	Principal

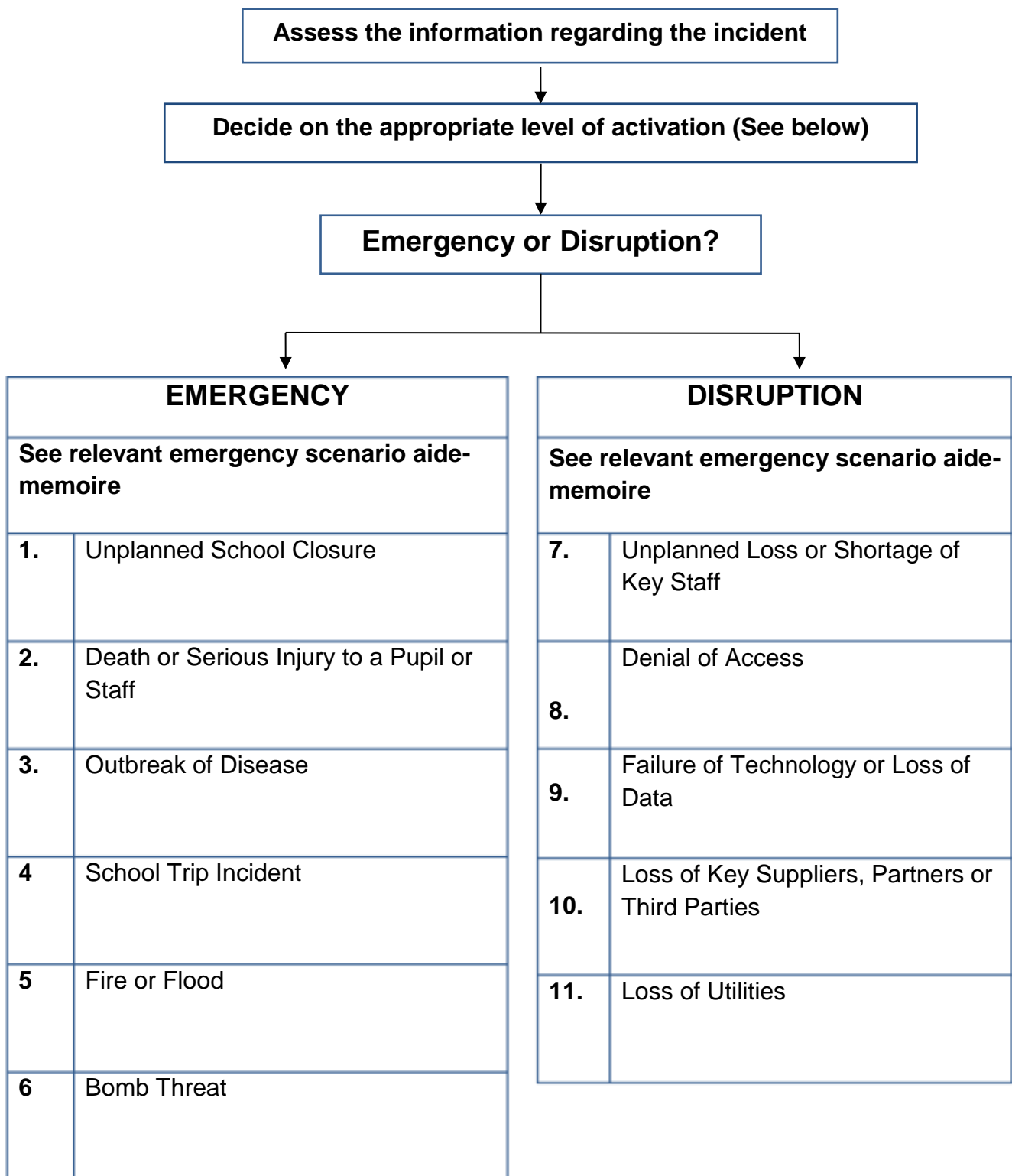
**The Trust, all Academies within the Trust and Shireland Learning Limited must  
comply with this policy.**

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## Incident Response Activation



## Emergency Contact Sheet

Local Authority Contacts	Office Hours / Out of Office Hours	Number
Area Education Officer	Office Hours Only	0121 569 8385
Children Services	Office Hours 24 Hours	0121 569 2355/3100 0845 3510131
Child Safeguarding	Office Hours Out of Hours	0121 569 3100 0845 113 5000
Director of Children and Young Peoples Services	Office Hours	0121 569 2200
Environmental Health	Office Hours Only  Out of Office Hours	0121 569 6600  07810 756336
Educational Visits Advisor	Office Hours Only   Duty Desk out of Hrs Resilience	Aileen Barlow- 07920757479 Christina Grange – 07767311497(Wed, Thurs,Fri ONLY)  0121 569 6800
Property Services	Office Hours  Out of Hours	0121 569 4886  07800 611 207
Public Health	Office Hours Out of Hours (Community Alarm) Out of Hours (Duty Office)	0845 352 7645 0121 569 6800/6802 07810 155 445
Educational Psychologists	Office Hours Only	0845 352 7552
Resilience Unit:	During office hours Out of Hours  Xris Middleton – Direct line Mobile	0121 569 3983 / 3313 0121 569 6800 ask for duty emergency planning office 0121 569 4126 07817 162186
Walsall Manor Hospital	24 Hr	01922 721172
Sandwell Hospital	24 Hr	0121 553 1831
SIPS	Office Hours	0121 296 3000
Sandwell School Nurses	Office Hours	0121 612 2974
School Organisation Team (Unplanned School Closures)	Office Hours Only	0121 569 8298
Zurich Municipal Insurers	Direct Dial Number	0121 569 3739

Risk Management Section – Mrs Narinder Phagura Policy Number: KSC 2420947343	Out of Hours General Enquires Chubb assistance helpline medical	0800 0280336 0121 569 3650 02078953364 (24 hr)
Neil Skeldon		01922653791
Utility Companies	Office Hours / Out of Office Hours	Number
Gas – Total Gas	24 Hours a day	0800 111 999
Electric – Total Gas	24 Hours a day	0800 328 1111
Water –	24 Hours a day	0800 783 4444
Telephone – O2.	8am – 8pm	0800 977 7337
Other Organisations	Office Hours / Out of Office Hours	Number
Department for Education	Enquiry Line	0370 000 2288
Environment Agency	Flood Line (24 hours)	0845 988 1188
Foreign and Commonwealth Office	Consular Assistance (24 Hours)  If Abroad Ring:	020 7008 1500  +44 20 7008 1500
Public Health England	Main Switchboard	020 7654 8000
Transport Companies	Office Hours / Out of Office Hours	Number
Airshuttle– Coach Company	Office Hours	0121 552 5178
Newbury Travel – Coach Company	Office Hours	0121 552 3262
XL Cars – Taxi Company	24 Hours a day	0121 502 3111
Choice Taxis – Taxi Company	24 Hours a day	0121 505 1900
Control Rooms	Office Hours / Out of Office Hours	Number
Principal's Office /Hub		0121 556 0114
Old Park Primary School WS10 Banqueting Suite (Nick Kalirai)	Office Hours / Out of Office Hours 8am to 5pm	0121 526 2669 07747730215
Cougar -Security Company / Key Holders	24 Hours a day	0844 8566685
Sitewatch – Security	24 Hours a day	0121 561 1214
School Leads		
Sir Mark Grundy, Chief Executive Officer	24 Hours a day	07793 874343
Mr M Wynne – Principal	24 Hours a day	07580 041981
Mrs McMenamin – Assistant Principal	24 Hours a day	07429 496420

Mrs L Smith – Business Manager	24 Hours a day	07776 303096
Mrs J Kellas – Finance Director	24 Hours a day	07921 057310
Mrs M Adams – Human Resources Director	24 Hours a day	
Ashleigh Orton Chair of Governors	Principal to Call	See Principal
School Key Holders Paul Bladen	Office Hours / Out of Office Hours	07757 624050
Lisa Smith		07776 303096
Sarah Wall		07464 934775

### ***Important Note***

It is essential that accurate notes are kept regarding any incident where the emergency plan is invoked. These notes will assist the Academy in dealing effectively with any issues, e.g. litigation, insurance queries etc. which may arise in the aftermath of an incident. Good practice in note-keeping is shown at appendix 2a to this plan.

## **Introduction**

Shireland Collegiate Academy Trust already has robust measures in place to comply with our requirements under legislation such as Health and Safety at Work Regulations and Fire Safety Regulations.

The aim is to provide a safe working and learning environment as possible for our students and staff.

Whilst no-one would wish for or relish having to deal with an emergency, they can and do happen, both in and out of school hours. The ability to respond appropriately to that emergency depends on the forethought, planning and training that has already taken place.

## Statement of Intent

I Sir Mark Grundy of, Shireland Collegiate Academy Trust, am committed to ensuring the highest level of education and development for all its pupils. This is particularly important during times of disruption which can be caused by a variety of different scenarios.

As CEO, supported by the Chair of Trustees and the School Incident Management Team, I will be responsible for the coherence and effectiveness of the school's emergency and business continuity planning arrangements. This includes ensuring that the school is fully prepared to cope with any incident that may arise and providing a continued education and place of safety for the pupils.

This Emergency and Business Continuity Plan will enable our school to fulfil its obligations to:

- Protect the vulnerable, including pupils and staff
- Support the work of the Emergency Services
- Maintain business continuity when faced with any disruptive challenge

We will achieve this through:

- Effective planning and preparation
- Establishing roles, responsibilities and a leadership structure
- Working towards a confident and controlled incident response and recovery
- School wide training and awareness raising
- Tailoring this plan to meet the school's specific needs

We recognise that it is the responsibility of every member of staff and school personnel to be familiar with the plan and its contents. This plan will be regularly reviewed and kept up to date in order to fulfil the above obligations to a high standard.

## Definition of an Emergency

For the purposes of this plan, an emergency is defined as being:

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.

## Types of Emergency

It is not feasible to list all of the types of emergency which could affect the Academy. The following serves as a broad outline:

### Inside the Academy

- A deliberate act of violence, such as the use of a knife or firearm
- A student, member of staff or visitor to the Academy being taken hostage
- The destruction or serious vandalising to part of the Academy



- A violent intrusion onto the Academy site by malicious persons, either in person or by means of arson or bomb
- The building becoming unsafe as a result of fire or flooding / a fire or laboratory explosion
- Loss of services e.g. power outage, water supply failure
- Potential fatality in the Academy

## Outside the Academy

The death or serious injury of a student, member of staff, including those occurring on educational visits

- A more widespread disaster in the community
- Unavoidable Closure e.g. severe weather, pandemic disease etc.
- Civil disturbances and terrorism

## Scope of the Plan

This plan is concerned with the students, staff and visitors to Holyhead Primary Academy and with the premises and grounds, both during inside and outside of normal Academy hours. It also provides guidance on emergencies occurring during off-site activities such as educational visits.

The plan is intended to be implemented in the early stages of an emergency (sometimes referred to as the Response Phase) when the taking of appropriate actions will mitigate the effects of the emergency.

It is not intended to define preventative measures which are already catered for as part of the Trust's obligation to comply with legislation e.g. Health and Safety at Work Regulations and Fire Safety Regulations or to set out measures for ensuring business continuity which are subject to separate plan.

## Aim and Objectives of the Emergency Plan

The aim of this plan is to reduce the impact of emergencies and minimise the educational and administrative disruption to the Academy caused by those situations, enabling a rapid return to normal Academy routines.

The objectives of this plan are:

- to ensure that effective control is established at a senior level during the critical early stages of an emergency
- to identify and inform key staff of their roles and responsibilities in an emergency management team
- to identify suitable locations for the accommodation of staff managing the emergency
- to set out a list of actions to be carried out by members of the emergency management team

- to provide a communications structure, including a list of contact telephone numbers of key personnel
- to control the flow of information and reduce the likelihood of misinformation circulating.

## Plan Activation

The emergency plan will be activated in the following circumstances:

An emergency situation occurs which is beyond the capacity and resources of the first member of staff on the scene to resolve without the assistance of other members of staff or other organisations.

## Levels of Activation

As the nature and impact of an emergency can vary, it may not always be necessary to implement the full plan. The senior member of staff (usually the CEO/ Principal) taking the report of the emergency will exercise his or her judgment and select one of the following levels of activation:

1. Monitoring the situation (allowing normal processes to deal with the incident)
2. Placing staff on standby
3. Partial implementation
4. Full activation

## First Actions in an Emergency

### Activation Process – first actions by person alerted to the emergency

Information regarding an emergency may come from a number of sources. It is essential that the member of staff first becoming aware that an incident is taking place gathers and records as much information as possible about the incident.

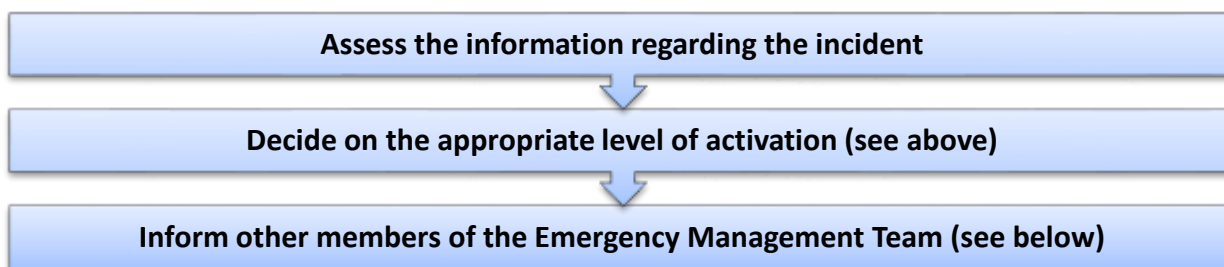
A pro-forma record is shown at Appendix 1 to this plan (or if the emergency occurs on an educational visit – use appendix 10)

The member of staff should take immediate action to alert others of the emergency and take initial action in accordance with existing guidance (e.g. activate fire alarm) BUT should not put themselves at risk. That member of staff should then inform a senior member of staff in the following order of priority:

1. Principal
2. CEO
3. Assistant Principal
4. Business Manager

The roles of the Senior Managers in charge at each Academy and contact details are shown in Appendix 11

## First Actions by Principal / Assistant Principal



A detailed diagram / description of the functions of Principal / Assistant Principal is contained within the section Emergency Management Team and appendix 4.

## Emergency Management Team (EMT)

It is recognised that an emergency situation will generate a large number of activities which cannot effectively be dealt with by one person. Assistance will be required to enable the senior manager in charge to delegate certain key tasks, allowing him or her to maintain an overview as the incident unfolds.

Broadly, the anticipated tasks can be grouped as:

- Overall incident management
- Communications
- Welfare
- Media management
- Resources

This plan follows established good practice in that senior members of staff are pre-identified for each role within the SLT. Reserves are also identified in the event that the nominated person is unavailable, from other senior staff. These roles for each academy can be found in appendix 11.

## Outline of the Roles of the Emergency Management Team (EMT)

The following paragraphs provide an overview of the key roles within the EMT. Detailed task sheets for each role will be found at appendices 4-8

### Chief Executive Officer

It will be the CEO's responsibility to inform the Board of Trustees and the Resistance Unit / Director of Children's and Young Peoples Service at Sandwell MBC if applicable.

The CEO will also be responsible for issuing statements to the media and overseeing any external communication.

## Principal

The Principal will take the lead role in the Emergency Planning. In the absence of the Principal, the CEO will take on the role of Principal in the Emergency Planning. In the absence of both the Principal and CEO, Assistant Principal will take on the role of Principal.

The Principal will chair any meeting of the EMT (see also appendix 4)

## Principal / Assistant Principal

The Principal / Assistant Principal will take overall operational responsibility for the Academy's response to an emergency. They will be supported by senior members of staff to take roles relating to communications, welfare, media management and resources. They will have support from the administrative staff, site management team and if necessary outside agencies.

The Principal/ Assistant Principal should delegate responsibility of the daily routines of the Academy to other member of the SLT, while they respond to the emergency.

It will be the responsibility of the Principal/ Assistant Principal to appoint members of SLT to cover if members of the EMT are on holiday or sick leave etc.

## Communications

The senior member of staff responsible for communication is responsible for ensuring communication needs of the Academy during the crisis both internally to staff and pupils and externally for communication for the receiving and giving information to external services, parents, the Local Authority etc.

The role of Log Keeper for the incident will be a member of the Administration team within Reception, with a person nominated at the time of the event by Lisa Smith. This member of staff will also be responsible to open and maintain a personal log of all factual information. It is important to keep this log with recordings of time and actions taken for any subsequent formal inquiry which could follow such as investigation by the HSE, Coroner's Court, statement to the police etc. (see also appendix 6).

## Welfare

The senior member of staff with this responsibility will secure the immediate safety of students and members of staff, which may include evacuating the building or by keeping students and staff inside the building. Establish the whereabouts of students, staff, visitors and compile a list of any unaccounted.

Identify those students and staff who are badly affected and who may need extra support. Make arrangements for reuniting students with their parents (see also appendix 5).

## Media Management

All media statements are to be made by the CEO or in his absence Jane Kellas. The senior member of staff with this responsibility may issue statements on behalf of the CEO or prepare a press statement with the approval of the CEO in his absence. This member of staff will ensure as far as reasonably practicable that no staff or student speak to the media, that media comment is postponed until more information is available and if appropriate legal advice is sought (see appendix 7).

## Resources

The senior member of staff with this responsibility would ensure access to emergency services, open and close parts of the Academy as required. Establish a safe secure base for the EMT to work from. Arrange a place to receive parents and students involved. If outside term time or outside working hours arrange for the site manager to open certain parts of the Academy (see also appendix 8).

Locations of emergency kits to be used in an event of an emergency to be relayed to all site staff. Emergency kits to comprise of torches, whistles, First Aid Kits, Hi-Visibility Vests.

## Emergency Management Team - Accommodation

The locations for each academy are identified as suitable locations to accommodate the emergency management team and are shown in Appendix 11.

In the event that none of the preferred locations being available, then the senior manager responsible for Resources will decide on an appropriate location.

Note that certain types of emergency, especially those involving out of hour's off-site activities, may not require that the emergency management team move immediately to the identified office. It may be appropriate for members of the EMT to be briefed and instructed by telephone or other means.

## Dealing with the Emergency

The wide range of incidents which could potentially occur prevents the formulation of one specific action plan. The purpose of forming the emergency management team is to provide an experienced decision-making team that can exercise judgment in dealing with an incident.

This strengthens the need for accurate notes to be kept of any decisions taken, and the rationale giving rise to those decisions. The appendices to this plan provide worksheets setting out the main areas of concern for each member of the emergency management team.

The following paragraphs set out two of the most important actions to be considered:

## Evacuation

This is the process of moving people (students, staff etc.) and other living things from a real or potential danger to a safer place. The Academy has identified assembly points away from Academy buildings and regularly practice fire evacuation. Evacuation is often a good response to events taking place within the Academy buildings.

The evacuation procedure should be explained to all staff, including site staff, this should be delivered as part of their departmental meetings. The evacuation will be carried out by the senior staff for each department, who will ensure that all students, staff and visitors leave the area safely.

In the event that it is deemed by EMT that it is not safe for students, staff and visitors to be remain within the school boundaries, an identified area will be used.

In the event of an evacuation of the nursery, an identified area will be used.

## Sheltering in-place

This option is a good response to events taking place outside the Academy buildings. Put simply, students, staff and visitors remain within buildings until they are informed that it is safe to leave. If the external event is of a potentially toxic nature e.g. fire, chemical leak etc., doors and windows will be closed.

A variant of this is known as a “lock-down” where windows and doors are locked to prevent violent or potentially violent persons entering Academy buildings.

## Restoration and Recovery

### Stand Down

The term “stand-down” is used to denote the point when the emergency is over or coming to an end. At this time the emergency management team is no longer required to function as a complete team. The CEO will decide whether the team can be returned immediately to their usual routines or whether there is a need for a gradual “winding down” with group meetings taking place on an occasional basis.

### De-Brief

Following any emergency it is important that all staff members involved in the incident are de-briefed as soon as possible afterwards. This process provides an opportunity to gain a full picture of actions taken, gather an assessment of their effectiveness, and evaluate the impact of the emergency on the Academy. It also enables an identification of any issues that have arisen prior to any potential legal proceedings and provides an opportunity for the emergency procedures to be reviewed. Items of good practice can then be incorporated into the emergency plan.

## Return to Normality

When the emergency is over and media interest subsides, the Academy will need to begin the process of returning to normal. There may be formal inquiries, police investigations into the incident which may continue for some time and require the cooperation and support of staff, students and parents.



When appropriate arrange for special assemblies	
Liaise with parents regarding attendance at funerals (It will be up to the Executive Principal to make a judgment on how many staff/students should be permitted to attend the funeral)	
Arrange debrief sessions for staff and pupils	
Identify and support high risk students and staff	
Consider the need for individual or group support	
Help affected students and staff to come back to work	
Seek legal advice	
Debrief session for Emergency Management Team, review the Academy's Emergency Plan, evaluating the Academy's response and feeding in any lessons learnt	
Review Strategic and Operational Risk Register and appropriate risk assessments	

## Longer Term Considerations

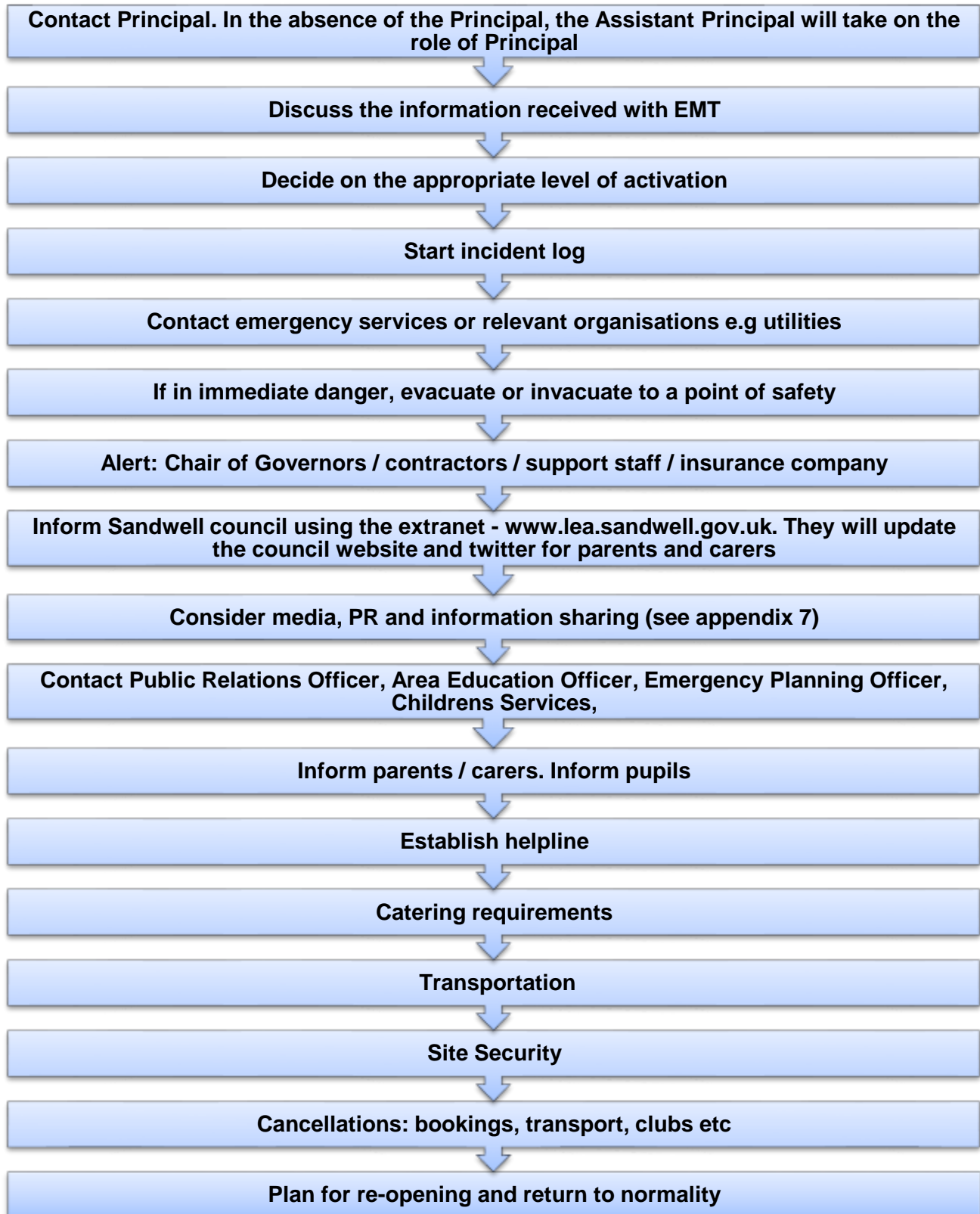


Consult and decide on whether and how to mark anniversaries	
The impact of some incidents can continue for years, so thought may need to be given to on-going identification and support measures for both students and staff who are affected	
Legal processes, enquiries and news stories may bring back distressing memories and cause upset in the Academy	
Remember to make any new staff aware of which students were involved and how they were affected	

## Incident Response

### Aide-Memoire 1 – Unplanned School Closure

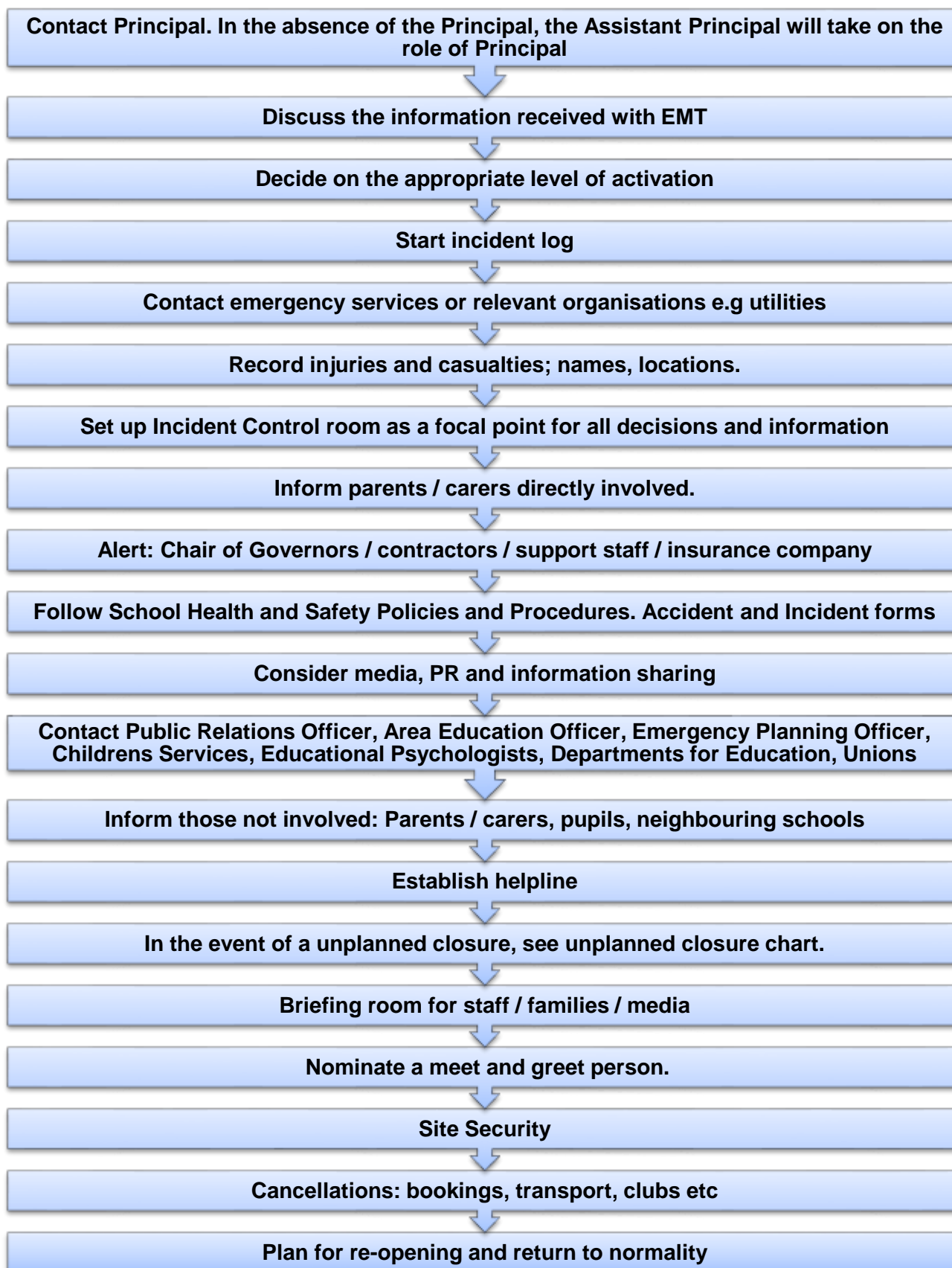
For example severe weather or civil disturbance





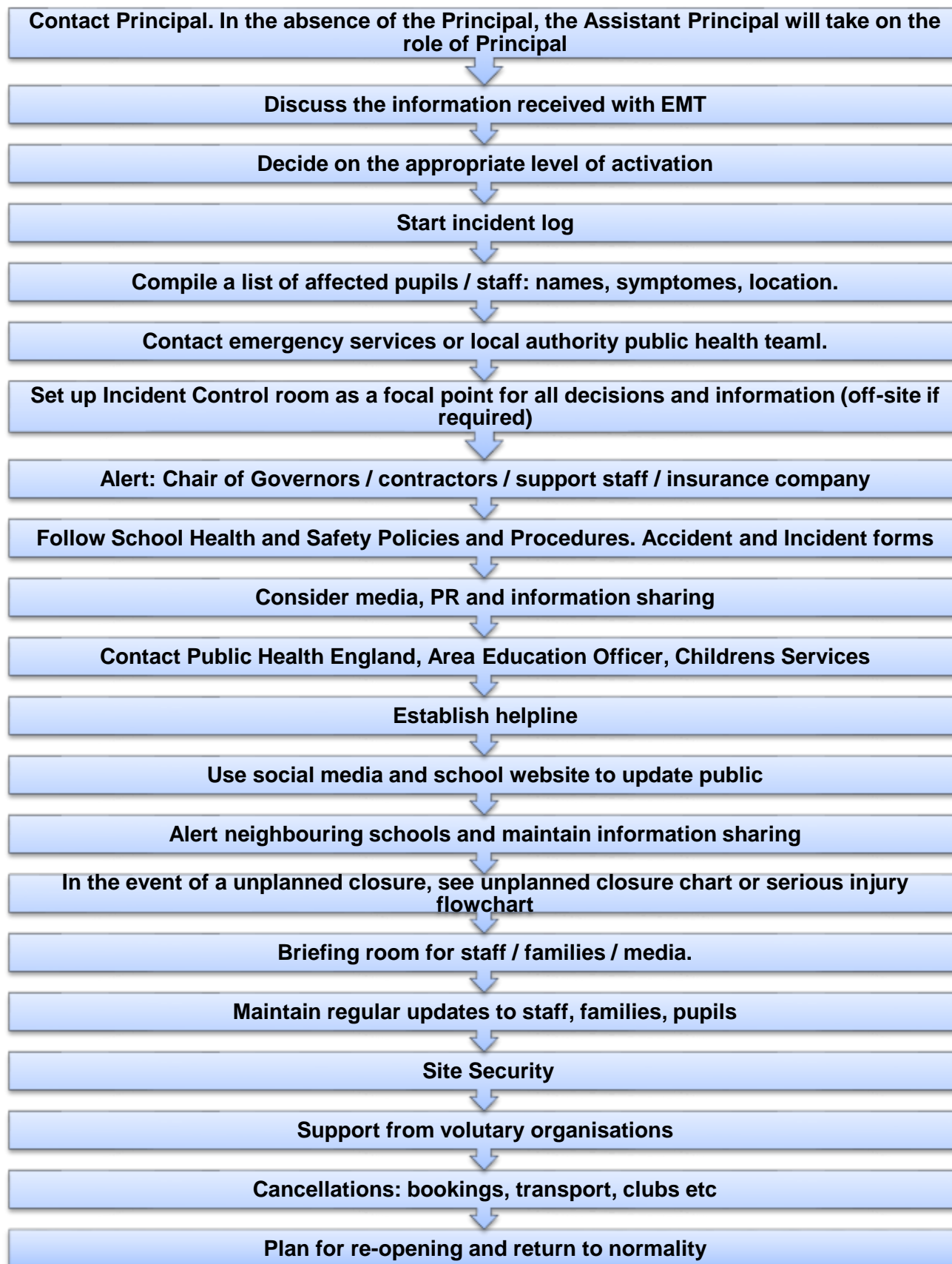
## Aide-Memoire 2 – Death or Serious Injury to a Pupil or Staff

For example violence, assault or accidents



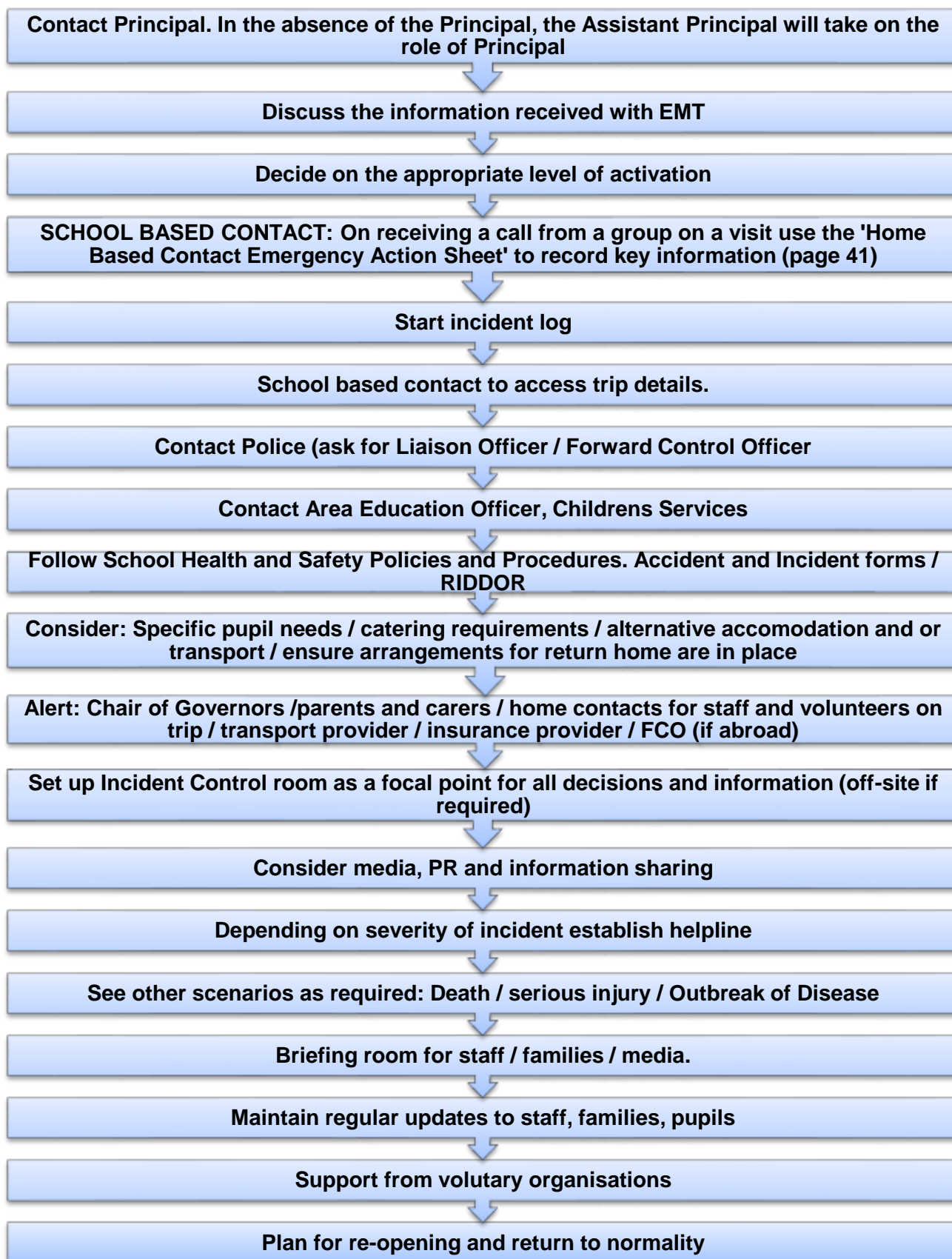
## Aide-Memoire 3 – Outbreak of Disease

For example Pandemic Flu, Meningitis, Measles etc.



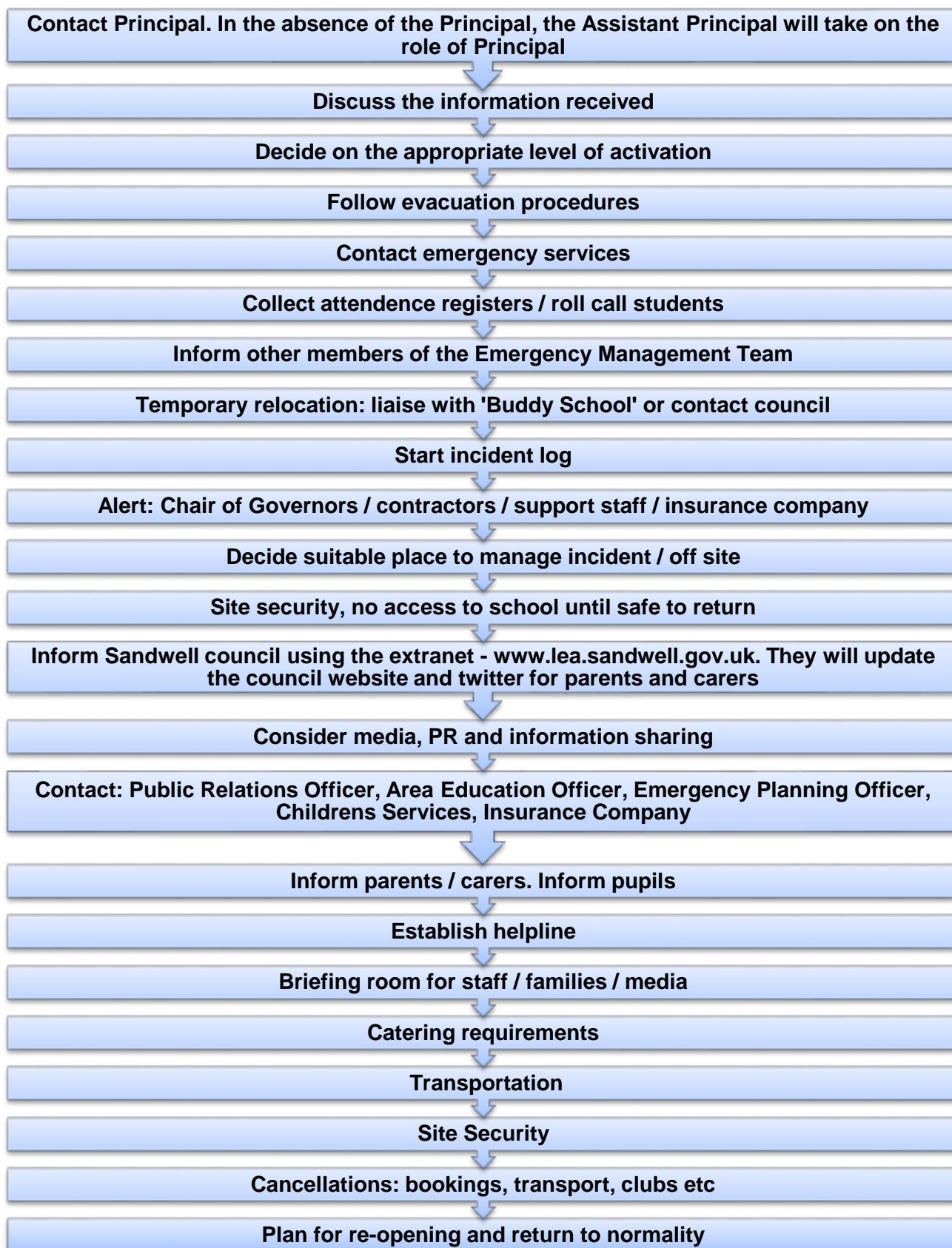
## Aide-Memoire 4 – School trip Incident

For example off-site accidents, transport accidents, transport delays



## Aide-Memoire 5 – Fire or Flood

For example Burst Water Main, Fire on Premises or Neighbouring Building



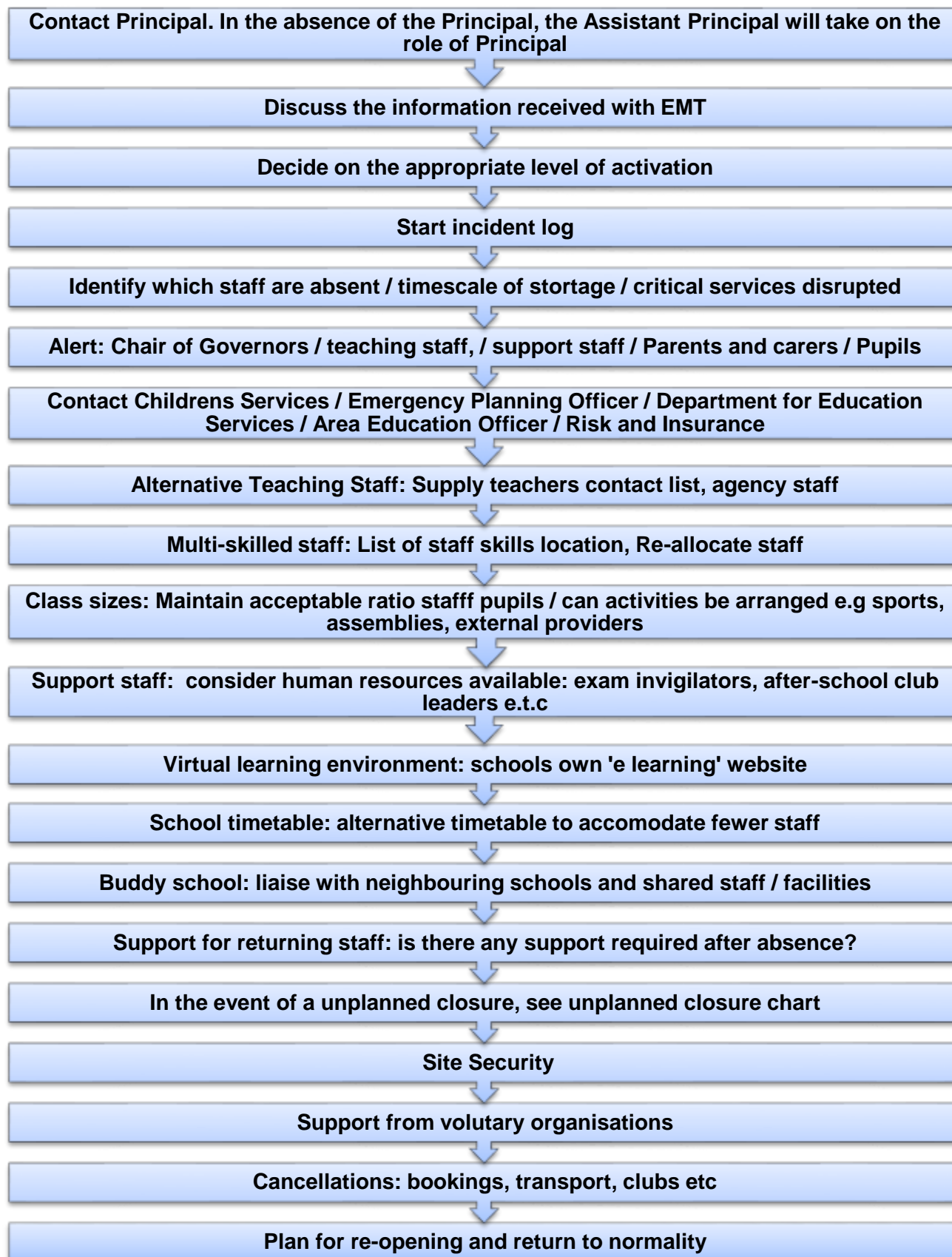
## Aide-Memoire 6 – Bomb Threat

For example telephone threats, suspicious packages or unexploded devices



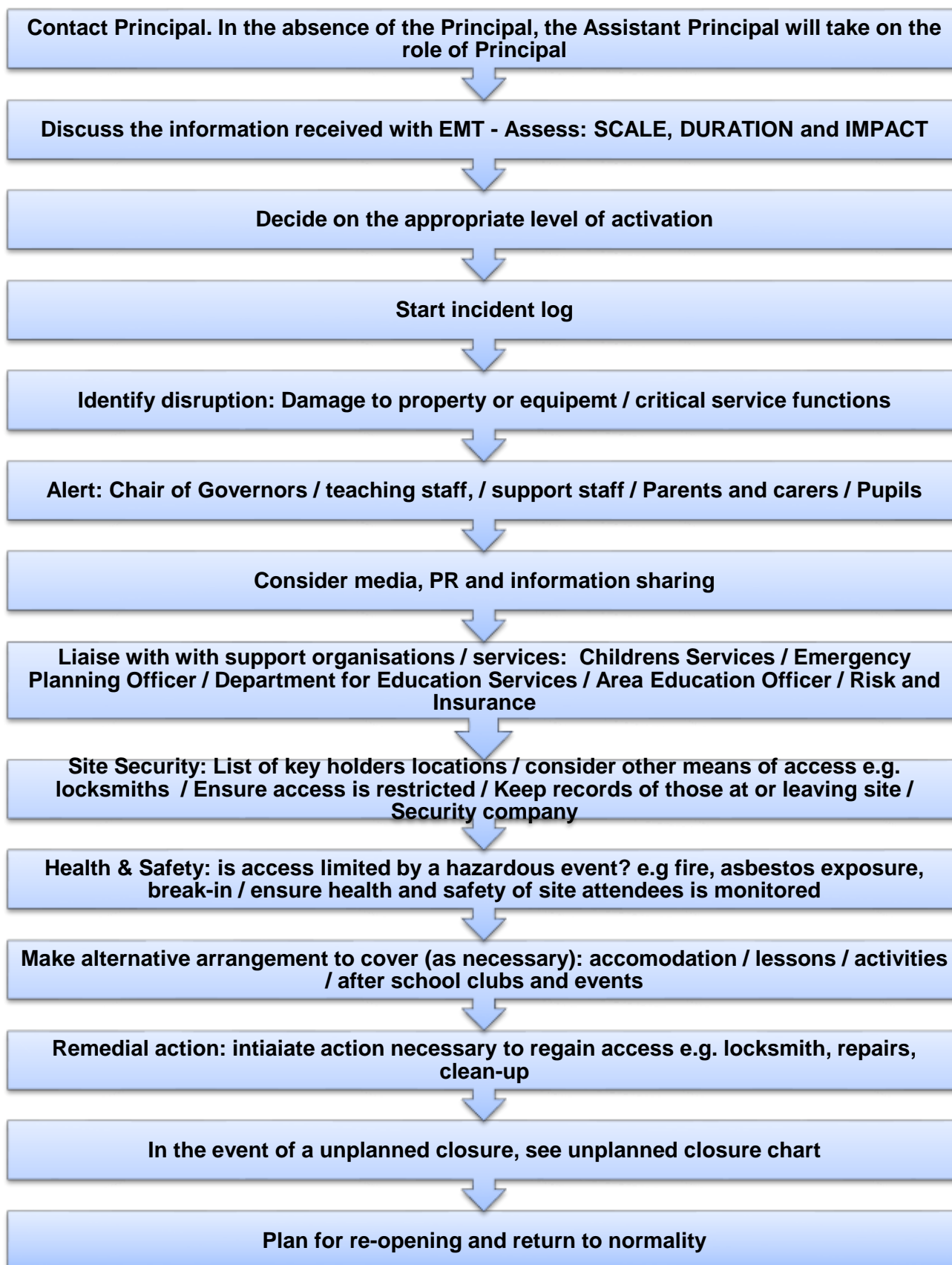
## Aide-Memoire 7 – Unplanned Loss or Shortage of Key Staff

For example industrial action illness



## Aide-Memoire 8 – Denial of Access

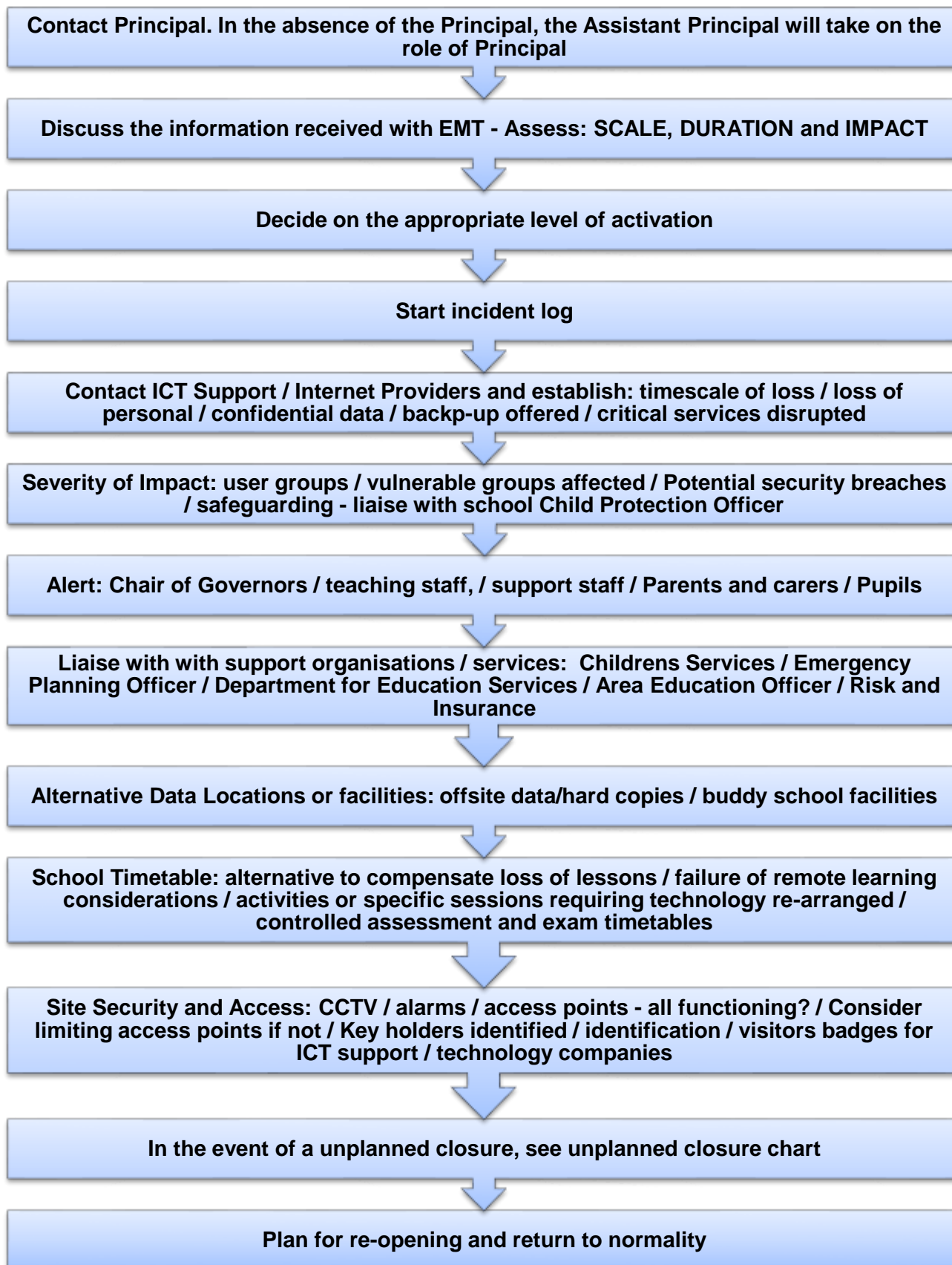
For example preserved scene: break in investigation, alarms not working / electronic doors





## Aide-Memoire 9 – Failure of Technology or Loss of Data

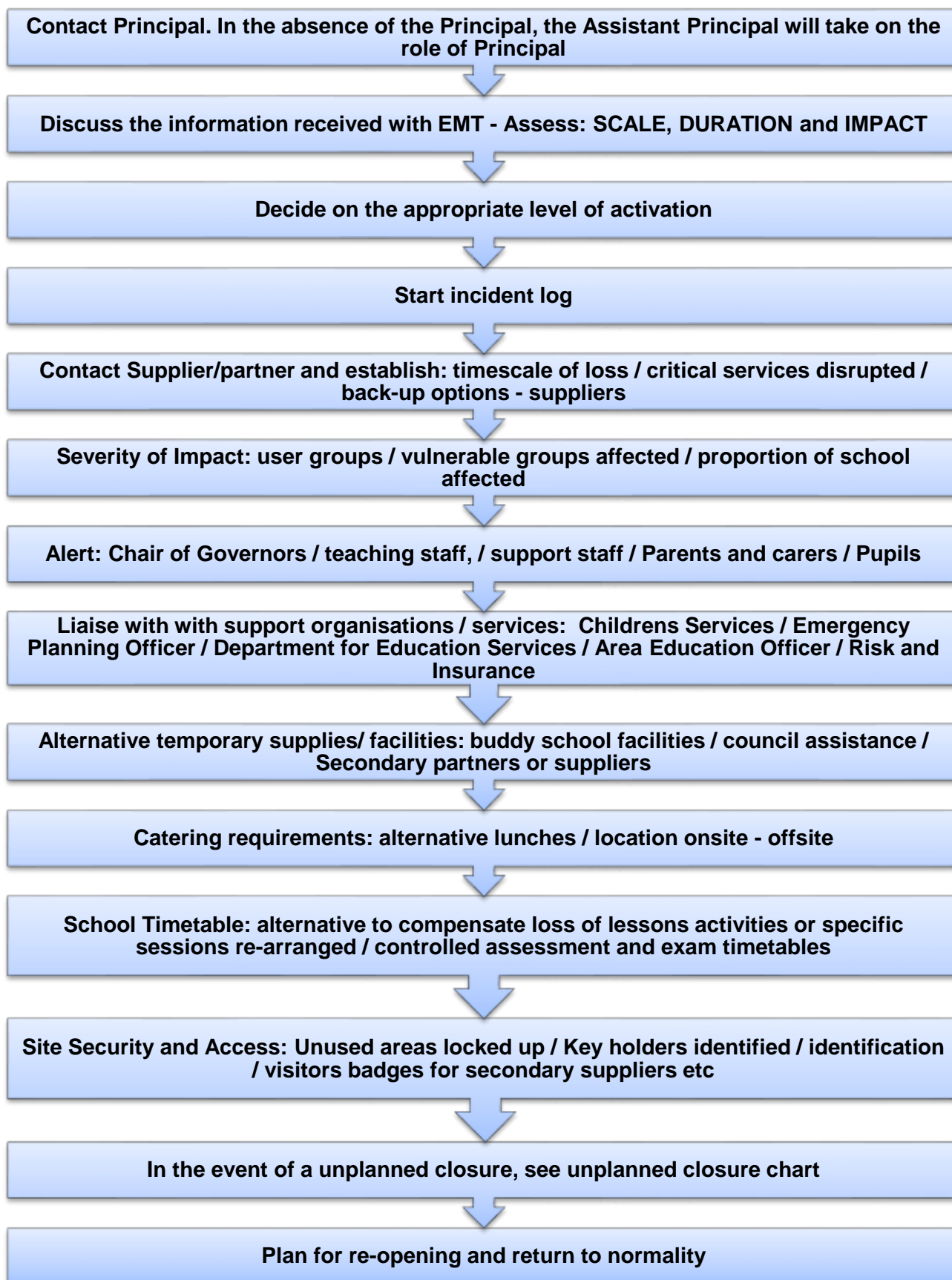
For example network disruption, damage to computers





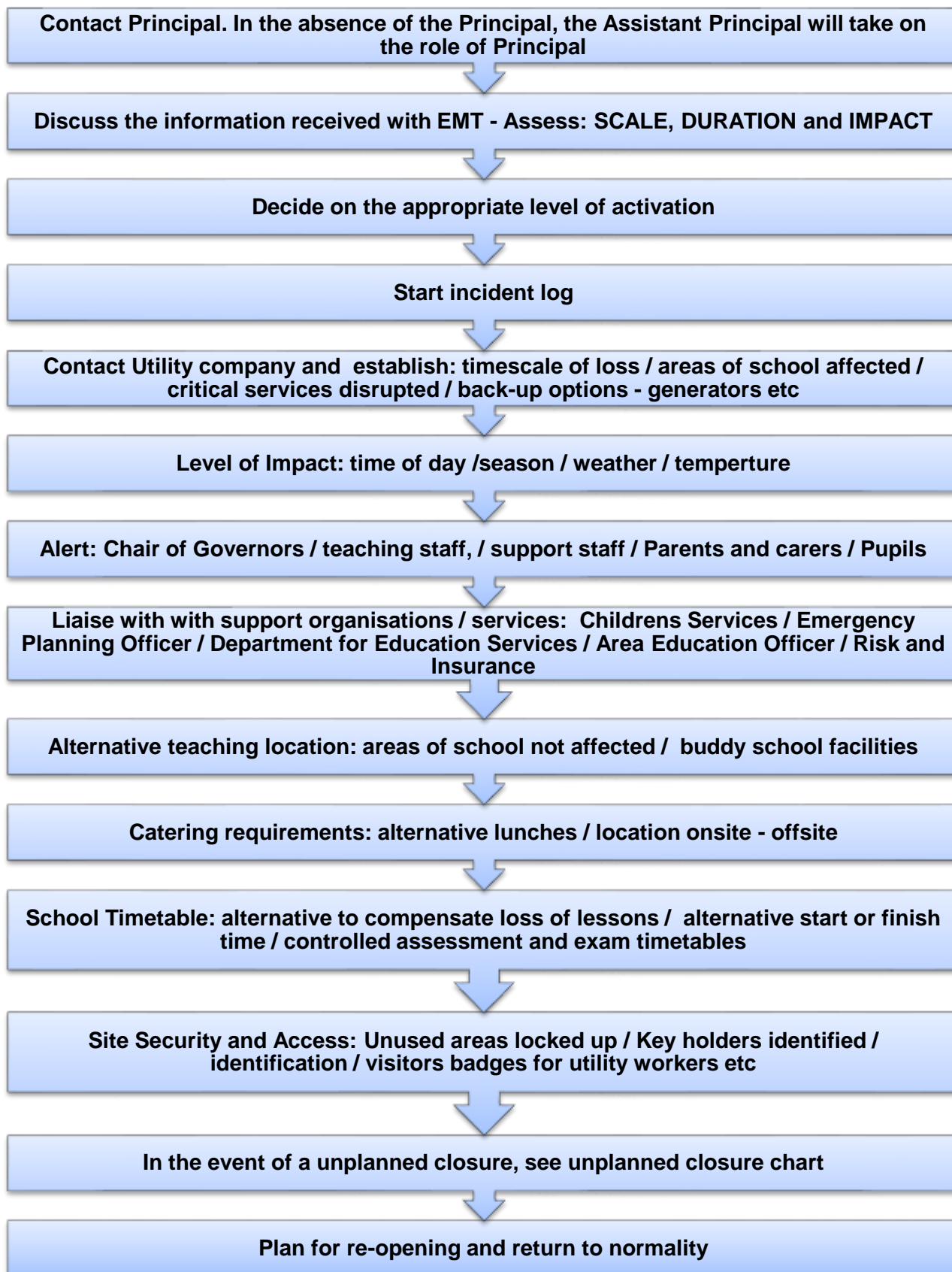
## Aide-Memoire 10 – Loss of Key Suppliers, Partners or Third Parties

For example liquidation of a supplier company



## Aide-Memoire 11 – Loss of Utilities

For example damage to water or electricity supply



## Appendices

### Appendix 1 – Recording Details of Incident

Whoever receives the alert should ask for and record as much information as possible:

Details (Name, address, telephone number if possible) of person reporting the incident:	
Exact location of the incident:	
Details of the incident: (including actual words used by the informant)	
Causalities: (severity if known)	
Who else has been informed: (i.e. emergency services, parents etc)	
Any other action taken so far:	
Member of SLT informed: (and time)	
Name and phone number of person taking the report:	
Creation of EMT: (Responsibility of key areas as per page 7 and 8)	

If appropriate, the person receiving the information should dial 999 for the emergency services and provide the information above.

## Appendix 2a – Incident Log Sheet of Telephone Calls Decisions and Other Matters

[illegible]

## Appendix 2b – ‘Logging’ or Recording of Actions

### Log or Record Books

All actions must be logged on the “incident log” – this sheet is the ideal medium for recording events. It is a hardback notebook, bound so that pages are not easily removed, and with numbered pages, carbonated.

#### Basic Principles:

- Permanent black ink should be used
- Sheet must be numbered from 1 onwards
- Notes should be contemporaneous or made as soon as reasonably practicable, they should be clear, intelligible and accurate
- Entries should be made in chronological order
- Generally, stick to factual matters but if you wish to record assumptions or rationale for making or taking decisions, make this clear
- Errors should be crossed through with a single line and initialled. Do NOT overwrite
- Record conversations and other verbal communications in direct speech if possible
- If handing over the record to another person to maintain, sign and time your last entry and record who you are handing the log to.

### Appendix 3 – Telephone Bomb Threat Sheet

[Print out and keep copies in reception and main office areas]

Date: ..... Time: ..... Name: .....

When is the bomb going to explode? .....

Where is it right now? .....

What does it look like? .....

What kind of bomb is it? .....

What will cause it to explode? .....

What is your organisation/code word? .....

Did you place the bomb? .....

Why are you doing this? .....

What is your name/address? .....

Exact wording of threat: .....

.....

.....

.....

Telephone number (if available). .....

Time of call completion: .....

**DO NOT HANG UP THE PHONE**

(Try to keep the caller talking and attract the attention of the supervisor)

You must inform your site manager on ext.: .....

Additional details: .....

.....

.....

.....

Gender		Tone of Voice		Behaviour of Caller	
Male		Deep		Calm	
Female		High Pitched		Angry	
Age		Nasal		Laughing	
Old		Muffled		Crying	
Young		Disguised		Excited	
		Familiar *		Slow	
		Stutter		Rapid	
		Loud		Irrational	

\*If familiar, who did it sound like? .....

Accent (specify).....

.....

.....

Distraction/Background noises (give as much detail as possible).

Description	Yes	No	Comment
Noise on line			
Payphone tone or pips			
Operator instructions			
Any one in background			
Clear line static			
Aircraft			
Household noises			
Crackling			
Office			
Phone box			
Machinery			
Animals			
Music			
PA System			
Traffic			
Talking			
Long Distance			
Children			
Anything Else			

## Appendix 4 – Overall Incident Management - Action List for Chief Executive Officer / Principal / Assistant Principal

### Phase 1 – Immediate Actions



Ensure that accurate factual information is available for those arriving at the scene. Start incident log as per appendix 2a	
Liaise with the Police, Fire and Ambulance Services and other agencies who may become involved	
Inform the Chair of Trustees and Governors or in the case of Principal, the CEO	
Decide what support staff are required if it is an out of hours emergency e.g. site team, admin staff etc; Liaise with the Communications Coordinator and Resources Coordinator	
Ensure the Communications Coordinator starts to maintain the log sheet of actions and decisions	
Allocate tasks below to Emergency Management Team (EMT)	

### Phase 2 –Managed Response



Provide regular briefings with EMT and continue to liaise with Emergency Services and in the case of the Principal, the CEO	
In the event that the emergency may have resulted in fatalities or major injuries, liaise with the Police regarding naming badly injured people or fatalities. But you may also need to inform next of kin of any staff that have been involved	
Identify damage/functions disrupted via the Resources Coordinator; inform insurance company or loss adjustor. <ul style="list-style-type: none"> <li>• IT failure</li> <li>• Injury to Staff/Students</li> <li>• Damage to Building</li> <li>• Damage to Plant/Equipment/Vehicles/Catering Facilities</li> <li>• Damage to Stock</li> <li>• Damage to Reputation</li> <li>• Other</li> </ul>	
Will the Academy need to be closed as a result of the above, if so how long for, how will this be communicated to staff and students? This should be communicated via the gateway or by telephone to staff who have no access to the gateway. Direct staff not to have any direct contact with the media.	



Try to maintain normal routines as far as possible and dedicate members of SLT to deal with the running of the Academy.	
Tell the staff involved to prepare a written report of their involvement noting events and times	
Allocate tasks listed below for EMT	

## Appendix 5 – Action List for Welfare Coordinator

### Phase 1 – Immediate Actions



Take actions to secure the immediate safety of students and staff – This may include evacuation or keeping pupils and staff inside the building. Decide by liaising with the Principal if students (or staff) are sent home	
Establish the whereabouts of all students, staff and visitors using timetables, registers and the visitor's book and make a list unaccounted for and report to the Principal and Emergency Services. Ensure all information is clearly documented.	

### Phase 2 – Managed Response



Establish a staff rota and ensure that supporting staff take regular breaks.	
Identify those students/or staff who are badly affected and who may need extra support, there may be a need to employ Educational Psychology Services.	
Make arrangements for reuniting students with their parents.	
Take into account religious and cultural factors and consider contact with leaders of local faiths. In particular, some faiths may wish to hold funerals within 24 hours of death, so sensitive enquiries must be made as to whether it is appropriate for staff or students to attend.	

## Appendix 6 – Action List for Communications Coordinator

### Phase 1 – Immediate Actions



Continue and maintain a log sheet that records calls and any decisions made. See appendix 2a.	
Consider emergency communication needs. Dedicate lines for incoming and outgoing calls and arrange for extra support for reception. This could be mobile phone lines if power is disrupted.	

Contact support staff who may be required to report to the Academy, if it is an out of hours activity.	
Inform parents/next of kin if a student or a member of staff has been sent to hospital.	

#### Phase 2 – Managed Response



Inform students, in groups as small as practicable, considering the best way to give tragic news, if this is delegated by the CEO / Principal.	
Inform parents of students not directly involved in the incident, as decided by the CEO/ Principal.	
Ensure any visitors to the Academy are signed in and out are issued with identification badges – if necessary – liaise with Resources Coordinator.	

### Appendix 7 – Action List for Media Management Coordinator

#### Phase 1 – Immediate Actions



If possible avoid responding to media enquiries by saying that a statement will be issued by the CEO. Never say “No Comment”.	
Ensure that any media access to the site, staff and students is controlled. Nb. The media have to ask permission to come onto site.  Liaise with Resources Coordinator.	
Be aware of the potential problems caused by the spread of misinformation through student and staff use of mobile phones.	

#### Phase 2 – Managed Response



Liaise with the CEO to prepare a press statement.	
Find a suitable location where the press statement can be issued to media coverage, by seeking advice from the Resources Coordinator.	

### Appendix 8 – Action List for Resources Coordinator

#### Phase 1 – Immediate Actions



Ensure there is access to site for emergency services. Ensure they are aware of hazardous substances kept on site e.g. asbestos, petrol, chemicals	
Open/close parts of the Academy as required and turn off water, gas and electricity supplies as required.	
Establish what damage /functions disrupted e.g. loss of building, injury to staff or student, IT failure and inform the Principal/Senior Vice Principal	
Ensure the security of the premises	

## Phase 2 – Managed Response



Establish a base for EMT to work from. If required, arrange refreshments	
Arrange a place to receive parents and students involved. If required, arrange refreshments	
Consider making a room available for the media for press statements but also to keep them away from parents and students	

## Appendix 9 – Guidance on Temporary, Unavoidable Academy Closure

There are occasions when it is necessary for the Academy to close temporarily. In most cases this will be as a result of issues relating to severe weather conditions or problems relating to the Academy building, site or heating system.

The power to close the Academy for an emergency reason will be the responsibility of the Principal. In the absence or unavailability of the Principal and CEO, then a pre agreed nominated member of staff should be familiar with this advice and act on their behalf. This will be the Assistant Principal.

The Principal and the Assistant Principal should risk assess the situation, before the decision to close is made. See Aide Memoire 1.

The assessment should take into account: -

- The safety and the accessibility of the site and surrounding areas for staff and students
- The availability of heat, light and power
- Availability of staff
- Contingency plans for school meals
- Requirement of First Steps Nursery
- Exam timetable

## Decision to Close

- For the decision to close in the case of severe weather, the above criteria should be taken into consideration together with weather reports or warnings from appropriate authorities. (e.g. travel warnings from local police)
- In the case of a building or heating problem which has health and safety implications, consideration should be given to whether a part closure rather than a full closure could be achieved in order to minimise disruption to education.
- In the event of a closure, the Academy should make an effort to provide, where practicable, work for students and staff to do at home.
- The Principal will determine **in advance** as to whether the Academy should be closed. In his absence this decision should be made by the Assistant Principal by 7.00am at the latest as this will:-
  - Give parents/carers notice to make alternative arrangements for child care.
  - Enable staff to prepare and send work home with students to complete whilst the Academy is closed.
  - Give other agencies advanced notice to avoid any cancellation charges.
  - Closure information should be repeated to the local radio stations.
  - The decision must be committed to all staff and families
  - If the Academy continues to be closed after the first day then this information should be reported on local radio. Parents should be advised to listen to the appropriate radio stations and if there is no message, students should report to the Academy as normal.

## Staff Attendance

The procedures relating to absence due to unavoidable closure/severe weather conditions are in the Leave of Absence Policy and staff should be made aware of these.

- Local radio station (see below)
- Message on the Learning Gateway
- Message on the website
- Text message to all families.

## Station Contacts

Contact details for radio stations are detailed below.

The Academy's name, location and DfE number should be provided in all cases.

**Heart FM** : 0121 607 7288 – no email required

**Radio WM** : 0121 567 6055 Email – [bbcwm@bbc.co.uk](mailto:bbcwm@bbc.co.uk)

## Appendix 10 – Emergencies on Educational Visits

The Academy Trust has a separate policy on the conduct of educational visits. This section sets out the actions to be taken when an incident occurs during an educational visit.

## Immediate actions

In the event of an emergency the group leader will contact the nominated emergency contact number for the offsite activity. The emergency contact number will then contact the CEO on 07793 874343

## Initial Action by Principal/Assistant Principal

Find out what has happened. Obtain a clear picture as you can. Who is informing you of the incident? (Usually the group leader)

Name of person reporting the incident	
Position	
Telephone number	
Additional telephone numbers	
What has happened?	
Who has been injured and the severity if known	
Which emergency services have been involved, and what information have they given?	

The names and towns of the hospitals that the injured have gone to.	
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Name of adults who have gone to hospital with students or staff. Telephone numbers if known.	
What arrangements have been put in place for the uninjured?	
Any other information	

Managed Response by CEO / Principal



Decide which or if members of staff should be sent to the scene of the accident. Don't let shocked members of staff drive.	
What arrangements need to be put into place to recover the uninjured?	
Decide which or if members of staff should be sent to the hospitals that the injured have gone to. Don't let shocked members of staff drive.	
What arrangements need to be put into place to recover uninjured staff who have gone to hospital with injured students?	
Ensure that accurate, factual information is available for those arriving at the scene.	
Liaise with police, fire and ambulances services and other agencies who may become involved.	
If Principal, inform the CEO / Chair of Trustees / Governors.  If necessary, create EMT and allocate.	
Ensure all staff maintain a log of actions and decisions	

Decide what support staff are required to help with the emergency e.g. site team, admin staff, help from staff from the Academy not affected by the emergency.	
Decide with ELT how parents of injured and uninjured students should be informed.	
In the event of a major accident which may have resulted in fatalities or major injuries, the Police may give advice regarding naming badly injured people or fatalities. But you may also need to inform next of kin of any staff that have been involved.	
Provide regular briefings for staff and continue to liaise with emergency services.	
Try to maintain normal routines as far as possible.	
Allocate tasks below among EMT as appropriate.	

### Managed Response for EMT

Communication	✓
Inform staff as appropriate, depending on the time and scale of the incident.	
Consider emergency communications needs. Dedicate lines for incoming and outgoing calls and arrange for extra support in reception.	
Ensure any visitors to the Academy are signed in and out and are issued with identification badges.	
Inform parents of any injured students – immediately inform parents of what has happened and where their son or daughter is. Record what their plans are, how they are going to travel to their son or daughter, any assistance they need and means of communications with them (i.e. mobile phone number)	
If the visit is abroad and incident results in substantial medical or other expense, the insurers will need to be contacted. The British Consulate in the country where the accident occurred may need to be informed.	
Inform students, staff, parents who have no involvement with the emergency. Decide what information should be given, information should be limited until facts are clear and next of kin have been informed. In the event of a tragic incident, there may be a need to employ the services of an Education Psychology Service or this may be taken over by the British Consulate if abroad.	

Media Management	✓
Introduce, if necessary, control on school entrances and telephones.	
Respond to media enquiries by stating that a statement will be issued by the CEO.	

Liaise with the CEO to prepare a press statement.	
Be aware of the potential problems caused by the spread of misinformation through student and staff use of mobile phones.	

<b>Welfare</b>	✓
Establish a staff rota and ensure staff take regular breaks.	
Identify those students / or staff who are badly affected and who may need extra support.	
Make arrangements for reuniting students with their parents.	
Take into account religious and cultural factors and consider contact with leaders of local faiths. In particular, some faiths may wish to hold funerals within 24 hours of death, so sensitive enquiries must be made as to whether it is appropriate for staff or students to attend.	

<b>Resources</b>	✓
Establish a base for EMT to work. Arrange refreshments.	
Arrange a suitable place to receive students and staff involved. Arrange refreshments.	
Find a suitable location where the press statement can be issued to media coverage.	



## Appendix 11 – Roles and Contacts within Academies

Role	Person	Contact details
<b>Chief Executive Officer</b>	Sir Mark Grundy	07793 874343
<b>Principal</b>	M Wynne	07580 041981
<b>Assistant Principal</b>	R McMenamin	07429 496420
<b>Business Manager</b>	L Smith	07776 303096

Shireland Collegiate Academy	
<b>Incident Management</b>	Mr M Wynne
	Mrs McMenamin
<b>Communications</b>	Mr M Wynne
	Mrs McMenamin
<b>Welfare</b>	Mrs M Adams
	Mr M Wynne
	Mrs L Smith
<b>Media Management</b>	Sir Mark Grundy
	Mrs J Kellas
<b>Resources</b>	Mr M Wynne
	Mrs L smith

Holyhead Primary Academy	
<b>1</b>	Principal's Office
<b>2</b>	Conference Room

## Appendix 12 Evacuation Procedure

### Normal School Hours

Alarm bell rings / call point activated

Staff to implement evacuation procedure. All occupants to evacuate to the designated assembly point.

Fire marshals to sweep site.

Staff to take the following to the assembly point.

- Registers
- Class grab bags
- Evacuation trolley, which includes mobile phone, emergency contact numbers & torches.

All staff to be aware of children with medical needs and where their medication is.

### After school & Breakfast club

Evacuation procedure as above.

Pupils will bring their medication from the class to the clubs each day. This will be stored in the red bag provided. Club staff to ensure medication is returned to class in readiness for children's arrival.

### Assembly point

Staff to carry out a pupil count / take registers

Fire Marshal responsible for ringing (9)999 if redcare is inactive.

### Lockdown Procedure

This will be activated by 3 short rings of the school electric bell

No persons will be allowed to enter or exit the school during lockdown procedure.

Classrooms to be locked with windows and blinds closed. All electronic gates will remain locked. Await further instructions.

## Bomb Threat

This will be activated by ringing a hand bell.

The Fire evacuation process should then be followed. When everyone has congregated at the assembly point further instructions / update will be issued.

## Risk Assessments and Protocol

Evacuation Routes, Risk Assessments and contact numbers are held in a safe place in school. All staff are aware and continually updated on the evacuation safe places and the emergency processes.