

Crisis and Emergency Planning Policy

Introduction

- This document was reviewed during the Autumn Term 2014 through a process of consultation with the teaching staff and approved by the Governing Body on 17 March 2015. It is the responsibility of all members of staff to implement this policy.

Emergency Action Plans

This document provides guidance for teachers and other staff who maybe involved in a serious accident affecting the school, including out of school activities. Major incidents include:

- death of a pupil or member of staff;
- death on a school trip;
- violent accident in school;
- school fire, flood or explosion;
- Chemical or toxic substance release;
- destruction or major vandalism in school;
- a hostage situation;
- a transport accident involving the school;
- a disaster in the community;
- civil disturbance or terrorism.

With the Village Hall being a separate building some distance from the main school building this could be used to shelter the children and staff if there is an emergency in the main school building, eg a fire, flood or emergency that requires the main building to be evacuated.

If there is an incident it is possible to put a message on the school website. Other methods of informing parents/guardians could be:

- E-mails
- Telephone
- Text
- Notices on the school gate or fence
- Person at the entrance to the school to explain issues
- Local radio (follow the emergency school closure procedure)

In order to carry out the procedures outlined in our plan some awareness raising and training must be undertaken within the school. All staff who have a role in the plan must be aware of the full scope of the plan and their place within it. Staff who may not be specifically identified as a part of the response to an emergency should, nevertheless, be aware of the content of the plan - particularly the section on evacuation and shelter.

School security arrangements should be made that will ensure, so far as reasonably practicable that the school site will be secure whilst it has been evacuated.

Welfare arrangements for both pupils and staff must be considered, for example are toilet facilities, drinking water and feeding arrangements available.

First aid arrangements must be clear. First aiders should be identified. The establishment of visible first aid points at the assembly site may be an appropriate solution.

The appended action cards provide a checklist to use in an emergency. It is important that all staff are aware of this checklist and one is to hand (e.g. near the telephone in the office).

Action Card - Evacuation

1. Call emergency services if necessary police/fire/ambulance. Have the following information available if possible:
 - Casualties - Approximate numbers of dead, injured and uninjured
 - Hazards - Present and potential
 - Access - Best access routes for emergency vehicles, bottlenecks to avoid etc.
 - Location - The precise location of the incident
 - Emergency - Emergency services already on scene, and what others are required
 - Type - Type of Incident, including details of numbers of vehicles, buildings etc. involved
 - Start a log
2. Pick up grab box(es)
3. Contact LA Major Incident Line
4. Collect registers
5. Collect essential medicines (ensure these remain tightly controlled)
6. At evacuation point take register
7. Register to be completed as necessary and upon arrival at the centre
8. Pupil parents/guardians to be contacted and informed of the location of the children
9. As guardians arrive to collect children, register to indicate when collected

Action Card - Invacuation

1. Ensure all pupils and staff are inside the building
2. Close all outside doors and windows
3. Shut off any air conditioning units which link to outside
4. Registers should be taken to ensure all present
5. Contact Crisis line

School Support for External Emergencies

Headteachers and school staff may become involved in the response to an emergency affecting the local area, even if the school itself is not affected directly, for example:

- Accommodating pupils in an emergency situation where they are displaced from a school that has been forced to close immediately;
- Terrorist incidents affecting the local community;
- Epidemics;
- Severe weather, for example resulting in significant numbers of pupils not being collected at the end of the school session

In case of an emergency that affects the local community, it may be necessary to activate the emergency plan to provide support for pupils and staff who are affected by the incident.

Guidance for Group Leaders on Out of School Activities

Record all actions – if not immediately, as soon as possible after the events.

THERE HAS BEEN A MAJOR INCIDENT

- OBTAIN FACTS AND INFORMATION
- CALL EMERGENCY SERVICES AS NECESSARY USING 999 SYSTEM –
- ADMINISTER FIRST AID WHERE POSSIBLE – Be aware of blood contact
- CALL OTHER ASSISTANCE AS NECESSARY (Staff, Passers-by, First Aid, Doctor)
- KEEP RECORD OF WITNESSES
- ESTABLISH WHO IS IN CHARGE –

Police, Ambulance,
Fire, Coast Guard

ACCOUNT FOR ALL MEMBERS OF PARTY

IF PARTY ALL TOGETHER, ARRANGE FOR NON-CASUALTIES TO RETURN TO BASE AND AWAIT FURTHER INFORMATION

IF PARTY IN SEPARATE GROUPS INFORM OTHER GROUPS WHERE POSSIBLE

ENSURE NON-CASUALTIES STAY TOGETHER

- ESTABLISH A CONTACT POINT – IF POSSIBLE, ONE MEMBER OF STAFF TO REMAIN AT INCIDENT SITE TO LIAISE WITH EMERGENCY SERVICES
- TRAVEL WITH CASUALTIES TO HOSPITAL
- KEEP OTHERS INFORMED OF SITUATION
- INFORM SCHOOL/SENIOR MEMBER OF STAFF ON CALL

GIVE INFORMATION

LIAISE REGULARLY

- Names of those involved
- Nature, date, time, location of incident
- Details of injuries as known
- Action taken so far
- Contact point

REQUEST ASSISTANCE ON SITE AS NECESSARY (Back-up staff if leaders involved, particularly overseas for pupils support – other skills as required)

- CONSIDER ABANDONMENT OF ACTIVITY
- ARRANGE FOR NON CASUALTIES TO RETURN TO SCHOOL

CONSIDER TRANSPORT ARRANGEMENTS

NEED TO HIRE ADDITIONAL VEHICLES/DRIVERS

- NOTIFY HSE AS APPROPRIATE BY PHONE
- COMPLETE ACCIDENT FORMS
- DO NOT DISCUSS LEGAL LIABILITY
- PREPARE TO DEAL WITH THE MEDIA – Media may learn of incident very quickly

DECIDE WHO IS TO SPEAK TO THE MEDIA

BEWARE OF RUMOUR TRY TO DISPEL

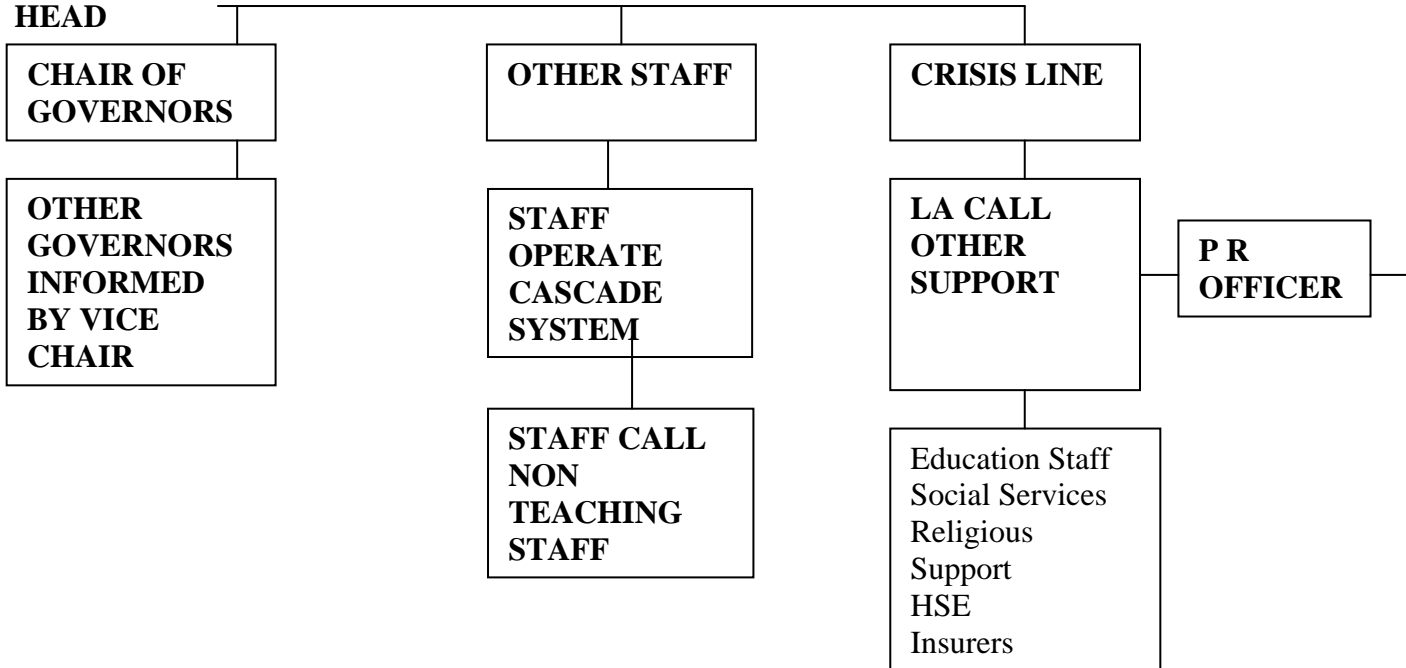
PUPILS SHOULD NOT TALK TO THE MEDIA UNLESS ARRANGED BY STAFF/PARENTS AND WRITTEN PERMISSION GIVEN BY PARENTS

Guidance for Senior Staff on Hearing of Major Incident Affecting Out of School Activity.

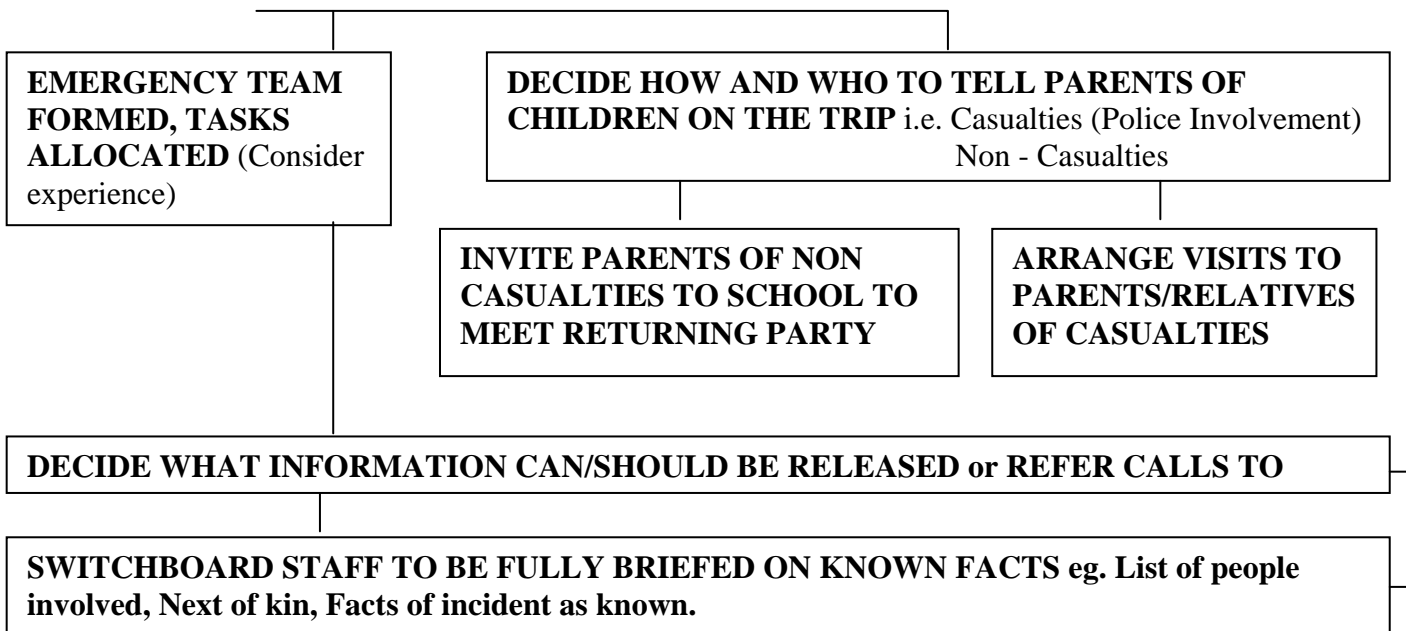
THERE HAS BEEN A MAJOR INCIDENT

REMEMBER TO RECORD ALL ACTIONS

- OBTAIN FACTS AND INFORMATION
- ENSURE EMERGENCY ASSISTANCE HAS BEEN CALLED
- CONFIRM WHO IS IN CHARGE AT SCENE – ARE BACK UP STAFF REQUIRED?
- HOME BASE CONTACT TO INFORM HEAD
- HEAD



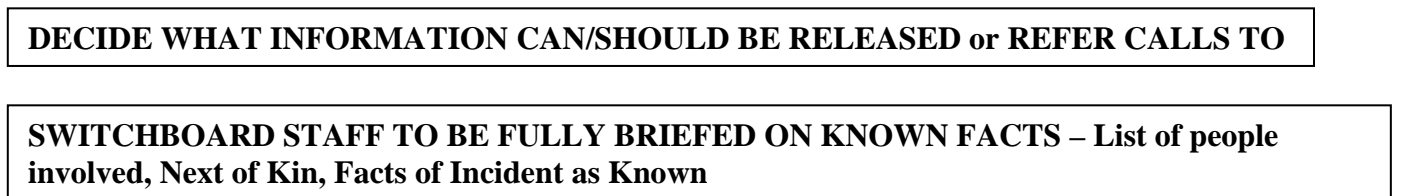
- HEAD CALLS EMERGENCY MEETING. ALL INFORMATION PASSED AS APPROPRIATE.



- PREPARE FOR MEDIA (THEY MAY KNOW BEFORE YOU)



- IF INCIDENT IN HOLIDAYS ETC. CONSIDER BRIEFING AT SCHOOL



Guidance for School Staff in Event of Major Incident in School

THERE HAS BEEN A MAJOR INCIDENT

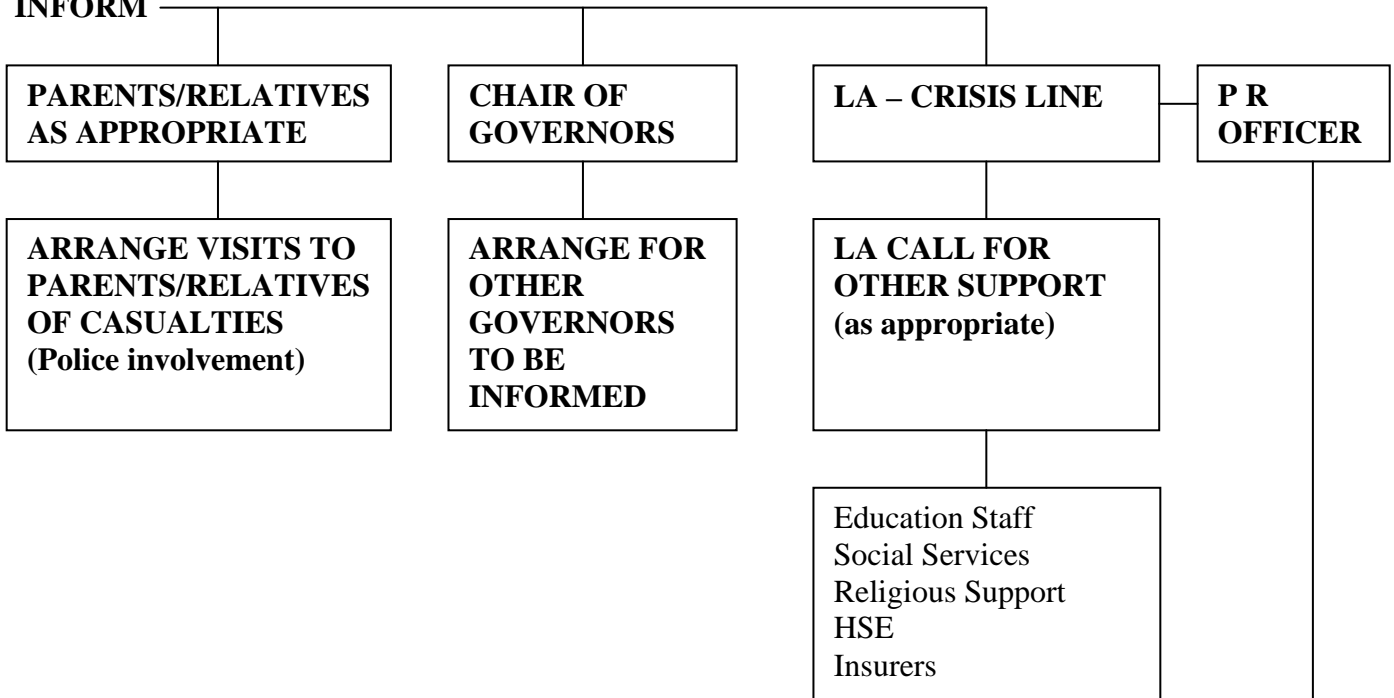
REMEMBER TO RECORD ALL ACTIONS

- OBTAIN FACTS AND INFORMATION
- CALL EMERGENCY SERVICES AS NECESSARY USING 999 SYSTEM
- ADMINISTER FIRST AID WHERE POSSIBLE – Be aware of blood contact
- CONSIDER EVACUATION OF SCHOOL – By fire alarm/By word of mouth
- ACCOUNT FOR ALL PUPILS, STAFF & VISITORS – If anyone missing inform HEAD/SMOS
- INFORM REST OF SCHOOL OF INCIDENT AS APPROPRIATE – INSTRUCT AS NECESSARY
- KEEP RECORD OF WITNESSES
- CALL MEETING TO DISCUSS PLANNING
 - FORM EMERGENCY TEAM
 - ALLOCATE TASKS (Consider Experience)
- CONSIDER RELOCATION TO OTHER PREMISES (WHERE?)
- CONSIDER CLOSING SCHOOL (Sending home – Public announcements)

Police, Fire
Ambulance

Consult COG first to act on behalf of Governing Body

INFORM



- SWITCHBOARD STAFF TO BE FULLY BRIEFED ON KNOWN FACTS AND INSTRUCTED ON WHAT INFORMATION CAN BE RELEASED or REFER CALLS TO
- UPDATE INFORMATION REGULARLY/BRIEFING MEETINGS – REVIEW. RE-ASSESS ACTIONS
- NOTIFY HSE AS APPROPRIATE BY PHONE
- COMPLETE ACCIDENT FORMS AS NECESSARY – Includes HSE accident form F2508
- CONSIDER POLICE REQUESTS FOR AN INCIDENT ROOM
- PREPARE TO DEAL WITH MEDIA

DECIDE WHO IS TO SPEAK WITH MEDIA

BEWARE OF RUMOUR – TRY TO DISPEL

PUPILS SHOULD NOT TALK TO THE MEDIA UNLESS ARRANGED BY STAFF/PARENTS AND WRITTEN PERMISSION GIVEN BY PARENTS

- INCIDENT IN HOLIDAYS ETC. CONSIDER BRIEFING SCHOOL AT EARLIEST OPPORTUNITY

Dealing with the Media

RECORD ALL ACTIONS, if not immediately as soon as possible after the event

Comment

- REMEMBER, UNLESS YOU WERE DIRECTLY INVOLVED IN THE INCIDENT, THE MEDIA MAY FIND OUT ABOUT IT BEFORE YOU DO.
- ONLY THE CHAIR OF GOVERNORS (OR SOMEONE ELSE NOMINATED BY HIM/HER) SHOULD DEAL WITH THE MEDIA. INDIVIDUAL GOVERNORS MUST UNDERSTAND THAT THIS IS AN AGREED POLICY.
- HEAD MAY CONTACT THE SERVICES OF THE PUBLIC RELATIONS OFFICER, BUT REMEMBER THERE WILL BE GREAT PRESSURE FROM THE MEDIA TO TALK TO THOSE DIRECTLY INVOLVED.
- SWITCHBOARD STAFF TO BE FULLY BRIEFED ON KNOWN FACTS AND MADE AWARE OF WHAT INFORMATION CAN BE RELEASED TO CALLERS.

Advice for Spokespersons

- STICK TO THE FACTS – Do not give any fact unless you are certain it is correct.
- DO NOT SPECULATE – Your interpretation and understanding can and probably will be exaggerated or quoted as fact.
- DO NOT REVEAL UNAUTHORISED INFORMATION – But do tell the Media that is why you cannot divulge such detail.
- NEVER SAY ‘NO COMMENT’ – It can be taken as a negative answer which could be inaccurate and lead to later difficulties.
- DO NOT BE AFRAID TO SAY ‘I DON’T KNOW’ – Try to find the answer for a later response.
- TRY TO ARRANGE A PRESS CONFERENCE OR INTERVIEWS – State time and place.

Advice for staff dealing with the Media

- Do know where the Media Liaison Point or Media Centre is if set up.
- Do not unnecessarily hinder or obstruct Media personnel.
- Do remember your attitude to the Media will be reflected upon the school and /or the County Council.
- Do inform the Press Officer/Spokesperson of – any developments which may assist them, and any Media representative you suspect of acting inappropriately.
- Do not allow yourself to be distracted from the main task – explain if you have to why you are too busy to help.
- REMEMBER – Ad hoc, ill-informed and casual statements will be unhelpful and may prejudice a later claim for negligence. All official statements to the press should be made after liaison with other relevant persons involved to avoid misrepresentation.

The Aftermath

General Guidance for Staff and Managers.

- THE CONSEQUENCES OF ANY MAJOR EVENT UPON ALL THOSE CONNECTED WITH IT CANNOT BE PRECISELY DEFINED. THE CARE AND SUPPORT NECESSARY FOR INDIVIDUALS WILL BE NEEDED AS QUICKLY AS POSSIBLE AFTER THE EVENT.
- AT THIS STAGE YOU WILL NOT BE ON YOUR OWN AND OUTSIDE SUPPORT WILL BE AVAILABLE TO YOU – EDUCATION PSYCHOLOGY CAN HELP – ALSO CONSIDER WELFARE OFFICERS.
- TEACHERS SHOULD KNOW THEIR OWN PUPILS AND HAVE SOME IDEA ON HOW BEST TO HANDLE THEM. EACH INDIVIDUAL MAY NEED A DIFFERENT APPROACH.
- THERE WILL BE MUCH TO CONSIDER AND THE JOB AHEAD MAYBE VERY DIFFICULT

Teachers

- YOU ARE THE PERSON BEST PLACED TO HELP YOUR CHILDREN.
- IF POSSIBLE KEEP TO YOUR ROUTINE.
- TALK TO YOUR CHILDREN TODAY, TOMORROW AND SO ON.
- TALK TO OTHER STAFF – YOU ARE YOUR OWN BEST SUPPORT GROUP – YOU ARE NOT ALONE, LEAN ON YOUR COLLEAGUES.
- LISTEN TO YOUR CHILDREN AND EACH OTHER – TAKE TIME.
- ARRANGE FOR DEBRIEFINGS.
- REMEMBER THE INCIDENT – DRAW PICTURES – CONSIDER ACTING IT OUT – SEPARATE FACTS/FEELINGS/THOUGHTS.
- REMEMBER YOUR FRIENDS – TALK ABOUT THEM.
- MONITOR POSSIBLE EFFECTS – SEEK PROFESSIONAL SUPPORT - Educational Psychology
- Welfare Officers
- BE CAREFUL HOW YOU ANSWER THE PHONE – It maybe a relative of a casualty, it may be the press.
- DON'T TALK TO THE MEDIA WITHOUT PRIOR CONSIDERATION/APPROVAL.
- TRY NOT TO APPORTION BLAME.
- CONSIDER HOW HURT AND BEREAVED FAMILIES SHOULD BE CONTACTED – Use the most appropriate people with the relevant skills – consider how governors can help.
- CONSIDER HOW HOSPITAL VISITS SHOULD BE ARRANGED – WHO SHOULD GO, WHO SHOULD NOT.
- CONSIDER PROTOCOL FOR FUNERALS WITH FAMILY – Seek advice eg. Ethnic/Religious considerations.
- CONSIDER A SPECIAL ASSEMBLY.
- CONSIDER HOW TO HANDLE SPONTANEOUS MEMORIALS eg. Flowers in school.

Later

- CONSIDER WHAT MAY HAVE BEEN LOST – NOT ONLY LIVES BUT OTHER THINGS – RESOURCES, ACCOMMODATION, COURSEWORK, PERSONAL PROPERTY, CONTINUITY.
- CONSIDER RE-ENTRY TO SCHOOL OF INJURED PUPILS/STAFF.
- CONSIDER ESTABLISHING A MEMORIAL/HOLDING A SERVICE.

Remember

- YOU CAN ONLY DO YOUR BEST.
- EXPECT HEIGHTENED ANXIETY OR GUILT.
- MISTAKES MAY HAPPEN, WE ARE ONLY HUMAN.
- DO NOT EXPECT INSTANT RESULTS.
- DO NOT EXPECT TO PLEASE EVERYONE.
- LEARN FROM WHAT HAS HAPPENED.
- ADJUST EMERGENCY PLANS ACCORDINGLY.

Directory

<u>Contact</u>	<u>In School Hours</u>	<u>Out of School Hours</u>
School	0116 2692078	
Headteacher	0116 2692078	0116 2392095
Premises Officer (Val Watts) (Sam Chapman)	0116 2692078	Home: 0116 2604514 Mobile: 07531336462 Home: 2606177 Mobile: 07849656498
Business Manager (Dawn)		0116 2692078 Home: 0116 2692154 Mobile: 07808 964336
LA	0116 2323232	
LA Major Incident Line	07786 198283 or 07659 170195 (Pager)	
Education Psychology	0116 3055100	
Welfare Officers	0116 3056514	

Grab Box Inventory

- Pupils on role
- Contact details (above list - completed)
- Staff contact details
- Pupil emergency contact details
- Pupil medication and other support information
- Parent/guardian contact details
- Pupil medication
- First aid kit
- Whistles
- High visibility jacket
- Clipboard
- Stationery
- Copy of Crisis and Emergency Planning Policy

Appendix – info from LA - 11/2015

Educational Psychology Service

- Contact Education Psychology Service on 0116 305 5100 in the first instance.

Media relations

In case you receive any queries from the media, we've drawn up the advice below:

- brief your receptionists or whoever answers the phone not to put the media straight through to the head / deputy – this is probably your normal process
- instead, log their name, contact details, media outlet, nature of call, deadline etc. and say that you'll pass it on to the head
- draw up a reactive statement, attribute to the head /chair of governors – suggest this is along the lines of 'extremely traumatic time for Kayleigh's family, and our thoughts are with them – support is in place for pupils or students ...'
 - we'd strongly advise you to share your draft statement with Leicestershire County Council's media team first, who will liaise with Leicestershire Police – you may wish to publish this on your website so you can signpost reporters to it
- if the reporter pushes for more info, make it clear that this is a police investigation so there is nothing more you can say.
- As long as reporters are on public land, they are allowed to stand outside the school gates and speak to parents – if this is causing problems, call the council's media team who will liaise with the police
- You may wish to remind staff / parents that the media will be trawling social media, and advise caution re. any posts
- Ensure consistency of message across all communications activity, including face-to-face – ensure staff / governors are aware of these

In the meantime, if you need advice about a specific media issue in relation to the case, please feel free to contact Leicestershire County Council's media team on 0116 305 6274, or 07887 634474 if it's out of hours.

Many thanks,

Chris

Chris Connearn

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