

# NEWBRIDGE SCHOOL

## Emergency Management Plan and Emergency Procedures 2017-2019

**Updated:** November 2017  
**Review Date:** November 2019  
**Staff Responsible:** Headteacher/Chair of Governors

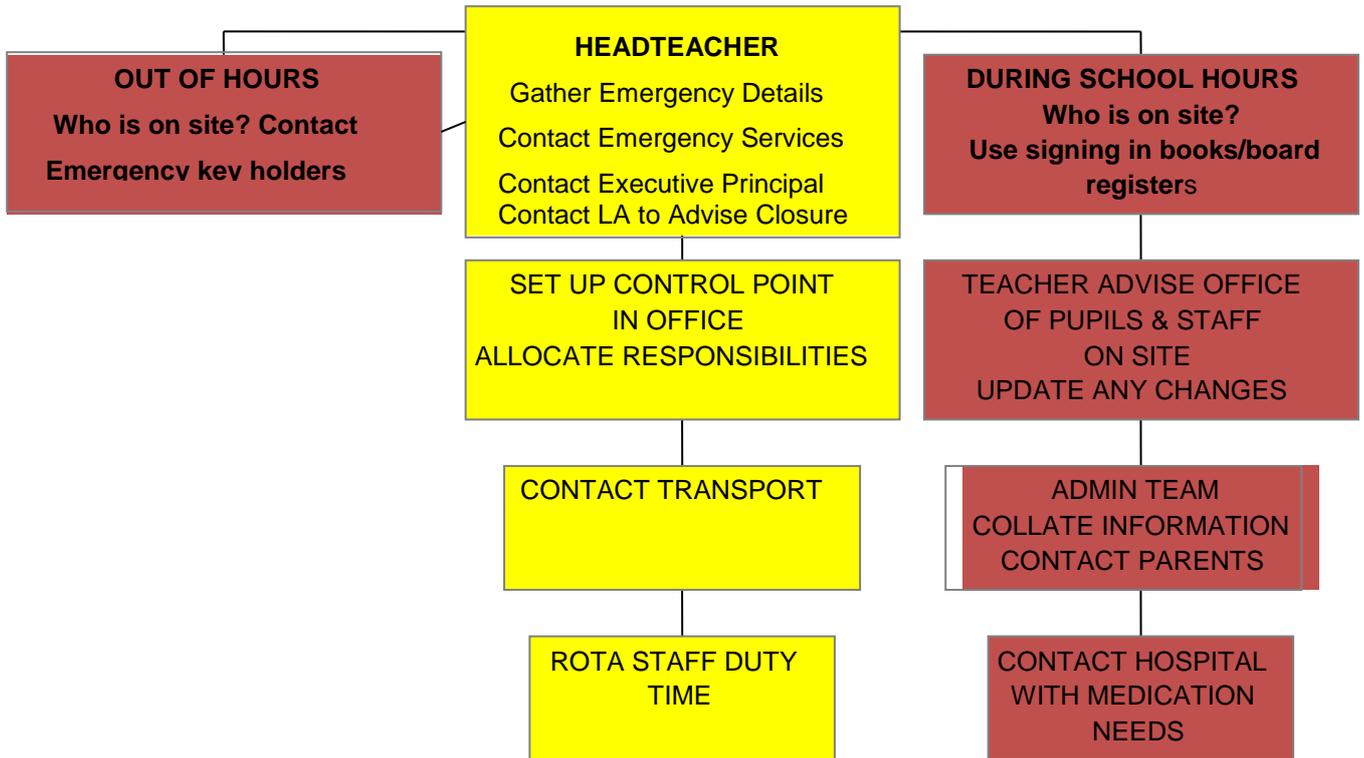


A member of the Advance Trust, a Charity and Company limited by guarantee, registered in England and Wales with company number 8414933 whose registered office is at Vale of Evesham School, Four Pools Lane, Evesham, Worcestershire, WR11 1BN.

## Index

Emergency Action Plan	3
Definition aims and scope of the Plan	4
The 'Local Authority Support Team'	5
Advance Trust Central Office	5
Emergency Action Lists for Key Staff	7
• Headteacher	7
• Schools on site Co-ordinator	8
• Schools Emergency Management Team	12
• Administrative Assistants	13
<b>Appendices</b>	
<b>Appendix 1:</b> Media Interview: Points to Note & Sample Incident/Action Log	14
<b>Appendix 2:</b> Contact list	15
<b>Appendix 3:</b> Detailed Procedures for:	
• Absconding/Missing/Truanting Pupils	17
• A major emergency involving physical assault, injury or damage	18
• Fire Drill Alarm Procedures	19
• Locked Door Policy	21
• Key Holders Contact List	21
	23

## EMERGENCY ACTION PLAN



## **Definition**

'An event – or events – usually sudden, which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures which is likely to have emotional and organisational consequences.

## **AIMS**

### **To:-**

1. Create an awareness of the need for planned arrangements to be made.
2. Provide re-assurance of the practical help that is available from the Local Authority and other agencies, at short notice.
3. Recommend the need for the school to develop complementary emergency arrangements, in line with the enclosed draft plan.
4. Pass on advice based upon previous experiences.
5. Give guidance on other source of information and help.

## **SCOPE OF THE PLAN**

### **In School**

- A deliberate act of violence, such as the use of a knife or firearm.
- A school fire or laboratory explosion.
- A pupil or teacher being taken hostage.
- The destruction or serious vandalising of part of the school.
- Major staff absence due to illness, pandemic or strike action.
- Pupil goes missing/absconds.

### **Outside School**

- The death of a pupil or member of staff through natural causes or accidents.
- A transport-related accident involving pupils and/or members of staff.
- A more widespread disaster in the community e.g. flooding, prolonged snow periods.
- Death, injuries or pupil goes missing on school journeys or excursions.
- Civil disturbances and terrorism.

In respect of school trips and visits guidance is available from the Department of Education good practice guide Health & Safety of Pupils on Educational Visits.

The Local Authority Support Team  
Activation

**In the event of a School related emergency the proposed  
arrangement is outlined here:**

**INCIDENT OCCURS**

Headteacher notified



**Headteacher rings:**

Emergency Planning Duty Officer: 01905 766646 (Office Hours)

Executive Principal: Liz Hayward 01386 442753 or

Business Director: Alison Young 07889 482829



**OUT OF OFFICE HOURS** – Central Control Contacts a  
Designated Senior Officer from the '**LA EMERGENCY PLANNING TEAM**'  
07947 407151 Requesting LA help



**The Senior Officer Activated:**

Establishes contact with Headteacher.

Activates 'First Response Officers' as per contact list, to attend the  
school (e.g. Communications Experts, Public Relations and an LA  
Team Co-ordinator).



**LA Team  
Co-ordinator**

- Puts Support Team Officers on Standby
- Attends site
- Mobilises Supports Team Officers as required



**Senior Officer**

Attends site to:

- Assist/advise Headteacher/ Nominee
- Determines full needs
- Takes action accordingly



**Headteacher (or  
Nominee)**

- Nominates on-site Co-ordinator
- Identifies on-site facilities
- Mobilises on-site Team (if appropriate)

## **Emergency Action List**

### **ACTION BY: - Headteacher**

#### **Stage 1 - Initial Actions**

- Open and continue to maintain, a personal log of all factual information received, actions taken, and the time of those events.
- Make every attempt to clarify exactly what has happened.
- Ascertain exactly who is involved.
- Then consider whether Incident requires involvement of 'Local Authority Support Team'
- If so, contact one of the single point contact numbers listed on page 14.
- Establish whom they will contact. Check this includes the Director of Children's Services/Executive Principal.

#### **If during term time**

- Unless there is overwhelming pressure, avoid closing the school & endeavour to maintain normal routines & timetables.

#### **If outside term time (or outside school hours)**

- Arrange for:-  
The caretaker to open certain parts of the school as appropriate and to be available (and responsive) to requests.  
Immediate School Administration support.
- Think about what you are wearing when you go into school, in case you are unavoidably drawn into a TV interview.

- If the Incident does attract media attention, you are likely to be inundated with requests for interviews and statements. Only staff who have had the appropriate media training should talk to the Media. Try to postpone Media comment until after the LA's PR Officer arrived (who will be part of the 'Local Authority Support Team'). If you cannot, see **Appendix 2** for some key points to remember.

**NB:** It is especially important that if names of those who may have been involved in the incident are known DO NOT release – or confirm – them to anyone, before those identities are formally agreed and parents are informed.

- If deputising for the Headteacher, try if possible to contact and brief.
- Inform Chair of Governors of Incident and, if appropriate, of involvement of 'Local Authority - Support Team'. They should standby to be available for interview by the Media.
- Call in the designated staff members to form the '*School Emergency Management Team*', and nominate one as the On-Site Coordinator to oversee that Team on your behalf.
- Be prepared to receive many telephone calls.
- Recognise the relevance of multi-cultural and multi-faith factors in the response.

## Stage 2 – Once established

### Brief Staff Member acting as On-Site Co-ordinator to oversee the following: -

- If 'Local Authority Support Team' has been activated, arrange for On-Site facilities for the Team.
- Agree appropriate identification of staff by using badges
- Expect to see identification of Local Authority Support Team Officers.
- Set up arrangements to manage visitors – arrange for their names to be recorded.
- Set up arrangements to enable accurate information to flow into/out of and within the school and for telephones calls, by ensuring –
  - ❖ sufficient help is available to answer the many calls that could be received (The Local Authority Support Team will be able to assist with a 'Help-Line')
  - ❖ staff maintain records of all calls received
  - ❖ brief, but up-to-date prepared statements are available to staff answering phones
  - ❖ media calls are directed to the LA's PR officer
  - ❖ care is taken when answering telephone calls
  - ❖ an independent telephone is made available for outgoing calls only – a mobile phone can be useful – but remember such messages can be readily intercepted
  - ❖ telephone staff are reminded that some calls could be bogus.
- To arrange for all staff – not just teaching staff – to be called in and, if necessary, briefed at an early stage. (Subsequent briefings say 2 x per day for 10 minutes, should be arranged.
- To be aware of how colleagues are coping.
- To arrange for all pupils to be told, in simple terms, at an early stage (ideally in small groups and initially by class teachers, wherever possible).
- To brief Team to discourage staff and pupils from speaking to the Media.
- To arrange, if appropriate, for Team members to each have a copy of the Next-of-Kin List.
- Ensure school site is secure
- Set up arrangements to manage pupils and staff on site if emergency is outside of normal school hours.

**Parents:**

- If pupils are involved, the contacting of parents will be an important early task (remember if it is a major Incident, the parents may well have already heard).
- Maintain regular contact with parents.
- If Incident away from school seek Police advice whether parents should travel to the scene, or whether children should be taken home.

**Staff:**

- Remember to have regular breaks and rota others to do so.
- Maintain regular contact with staff (Teachers and office staff). Make a point of seeing that all staff involved know each other's roles & responsibilities.
- When staff are asked to undertake duties, which are not within their normal routines, they should be asked to risk assess the situation and report difficulties to senior management.
- Always try to think of something positive to say to staff and respond positively to ideas and suggestions.
- Be available to see staff when required.
- Remember some members of staff may be so affected, that they will not be able to help in supporting children
- Recognise also that if the burden of dealing with the situation falls disproportionately on a small number of staff, they too could need professional support.
- If Incident is away from school, try to dissuade shocked staff from driving parents to the scene.

**'Local Authority Support Team'**

- Maintain liaison with 'Local Authority Emergency Planning Team' Duty Officer for duration of Incident.

**Advance Trust Central Office**

- Maintain liaison with 'Executive Principal or Business Director for duration of Incident.

### **Stage 3 – Period following the close of the incident**

- When appropriate, seek advice from 'Local Authority Emergency Planning Team' and local clergy contact on special assemblies/funeral/memorial services.
- Prepare joint report with named Senior Officer, for Director of Education.
- Arrange for a member of staff to make contact with any pupils either at home or in hospital.
- Make sensitive arrangements for the return to school (as appropriate).

### **Stage 4 – Longer term issues**

The effects of some Incidents can continue for years. Thought will need to be given to:-

- Work with Staff to monitor pupils informally
- Clarify procedures for referring pupils for individual help
- Be aware that some Staff may also need help in the longer term.
- Recognise and if appropriate, marking anniversaries
- Remember to make any new staff aware of which pupils were affected and how they were affected.
- Remember that legal processes, inquiries and even news stories may bring back distressing memories and cause temporary upset within the school.
- Remember if the Incident does attract Media attention, it is likely that interest will continue for many weeks.

## Emergency action list

### **ACTION BY:- EMERGENCY MANAGEMENT TEAM**

#### **Stage 1 – Initial Actions**

- Obtain full facts of incident from Headteacher
- Open and continue to maintain a personal **log of information received, actions taken** and the **time** of those events (**See Appendix 1**)
- Assist, where appropriate, in assessing the emotional needs of the staff and pupils.
- Co-ordinate rapid action to sensitively inform staff and pupils to provide appropriate support.
- Assist class teachers who will undertake area briefings.
- Arrange special groups for very distressed pupils.

#### **Stage 2 – Once Established**

- Under guidance from School On-Site Co-ordinator, assist Headteacher.
- Work with LA Emergency Planning Team, Executive Principal, Headteacher and School On-Site Co-ordinator as directed.

#### **Stage 3 – Period Following Close of the Incident**

- As above

#### **This team should comprise:**

**Up to 4 senior members of staff, together with office staff. (See Page 14)**

## **Emergency action list**

### **ACTION BY: ADMINISTRATIVE STAFF**

#### **Stage 1 – Initial Actions**

- Obtain full facts of Incident from Headteacher.
- Open and continue to maintain a personal log of information received, actions taken and the time of those events.
- If coming in from home, remember to bring useful items, such as any keys needed.

#### **Stage 2 – Once established**

- Under guidance from School On-Site Co-ordinator, assist the Headteacher (or Nominee).
- Work with LA Support Team the Headteacher (or Nominee) and School On-Site Co-ordinator as directed.
- Remember the School Office is likely to be the first point of contact for visitors, so exercise caution in making comments.
- Concerning incoming telephone calls
  - ❖ take especial care when answering telephone calls early on
  - ❖ maintain a record of calls received
  - ❖ only give out information from prepared statements that will be made available
  - ❖ remember that some calls could be bogus.

#### **Stage 3 – Period Following Close of the Incident**

- As above

**Points to note with media interviews**

- Have another person with you, if possible, to monitor the interview  
If possible, agree an interview format i.e. establish what the interviewer wants to ask.
- Be prepared to think on your feet, but try to decide beforehand what you want to say. Do not read it out.
- Remember you could be quoted on anything you say to a journalist, even if it is not part of the formal interview.
- Be prepared to say you cannot comment.
- Don't over-elaborate your answers.
- Refuse requests for photos or schoolwork of children/staff involved.
- Try to keep a grip on your emotions during interviews-especially if it is TV.
- Most journalists are responsible, but check where interview/camera team go, when interview is over.

**SAMPLE - PERSONAL LOG OF INFORMATION RECEIVED**

Information Received	Action Taken	Time/Date

**Contact List**

The names and telephone numbers of organisations/individuals useful to the School (01905 763580) in an emergency:

Organisation	Name	Telephone No.
Emergency Team	Headteacher James Laidler	
Emergency team	Assistant Headteacher Oliver Newport	
Advance Trust Central Office	Mrs Liz Hayward Mrs Alison Young	01386 442753 07889 482829
Kingfisher School Headteacher	Jay Hart Kingfisher School	School: 01527 502486
Riverside School Headteacher	Mr Paul Yeomans	School: 01905 21261
Vale of Evesham School Headteacher	Mr Stephen Garside	School: 01386 443367
B&S Emergency Support	1. Bill Taylor - Office Hours  2. Stew Puttick  3. Jon Elliot	01239 654571 Office 07624 909756 Mobile  01608 730557 07812 905419 Mobile  01286 672136 Office 07811 252452 Mobile
Worcestershire County Council	David Price Information & Planning Officer	07947 407151 (24 hour service) 01905 766646

Transport	Passenger Transport Manager	01905 768464 01905 768442
Wanstor (Finance system hosting) PS Financials software	Helpdesk support@wanstor.com  support@psfinancials.com	0207 592 7860 0207 592 7865 0333 123 0360 01733 367337
Worcester Royal Hospital	(Medication emergency)	01906 763333
Isaac Maddox House	Dr Andy Mills Community Paediatrician	01905 681584
BBC Hereford & Worcester	Local Radio 104 /104.6 FM / 94.7 FM / 738 MW FM	01905 748485
Radio Wyvern BRMB XTRA	Local Radio 102.8 FM / 97.6 FM/ 96.7FM 96.4 1152 AM	01905 545510/612515 <a href="http://www.wyvernfm.co.uk">www.wyvernfm.co.uk</a>
Heart FM	Local Radio 100.7	0121 675 0000
Touch Radio	Local Radio 102 FM	01827 318007

## Detailed Procedures

### **ABSCONDING/MISSING/TRUANTING PUPILS**

**(Written in accordance with West Mercia Police Procedures)**

- A thorough search of the immediate area must be made for a pupil who has absconded/gone missing unless to do so would endanger other pupils. If the pupil cannot be found a member of SLT to be informed of the situation.
- Call to parents/carers reporting pupil missing to be made by the involved member of staff. Parents to be asked if they intend to report the missing child to the police. The call to parents/carers and response to be logged on SLEUTH.
- If parents are not available emergency contacts will be telephoned. A text message and answer phone message to be left for parents/carers.
- If contact is not made with the family, the police will be telephoned and requested to note the call that x named pupil is missing and that parents cannot be contacted. Call to be recorded on SLEUTH and in the police log book. When the police are informed that a pupil has absconded they need all relevant details such as: address, age, description of pupil and clothing, etc. Call to be recorded on SLEUTH and in the Police Log Book.
- If an incident is reported to the police towards the end of the school day, the police will need to be informed the latest time staff can be contacted that afternoon/evening.

## 2. A MAJOR EMERGENCY INVOLVING PHYSICAL ASSAULT, MAJOR INJURY OR MAJOR CRIMINAL DAMAGE

- A member of the SLT must be involved to manage the situation and to decide whether to involve the police. Staff members can report an incident to the Police if they disagree with SLT but must inform SLT of their decision.
- The member of staff involved or witness to the incident should call the police on instructions from SLT, while the senior member of staff monitors the situation.
- The senior member of staff should not become physically involved unless not to do so is putting others at risk.
- It is the responsibility of the senior member of staff to manage the situation, pending the arrival of the police, as effectively as possible.
- All staff involved must write up signed and dated notes of their involvement in the incident and what they saw or heard. Reports must contain only first-hand, factual information and the incident should be recorded on SLEUTH.
- If police intervention is required, parents/carers and, where necessary, social services must be informed of the situation at the earliest possible time.

### Significant injuries to pupils or staff:

- A first-aid trained member of staff must first assess any injury to make a decision regarding best course of further action/treatment. Any instruction from the nominated First-Aider should be acted upon immediately, as not to do so may put the safety of the injured person at further risk. If someone requires transfer to hospital, the first aider should call for ambulance support rather than the patient travelling in a member of staff's car in case further complications arise during the journey.
- Anything more than a minor injury or accident must be reported to a member of SLT.
- All courses of action will be notified to pupil's parents/carers or staff member's next of kin, as deemed appropriate.

### **Health & Safety**

If any serious Health & Safety issues arise concerning Newbridge Pupils, a member of SLT must be notified immediately, and will then inform the Headteacher – this being in addition to the normal procedure of notification to parents/carers.

### **Damage to Property**

Newbridge School will inform the police of any serious, deliberate criminal damage within the school premises. Parents/carers of the perpetrator(s) will also be informed and a bill for repairs may then be levied, depending on the current circumstances at that time.

### 3. FIRE DRILL/ALARM/EMERGENCY PROCEDURES

WHENEVER YOU HEAR THE FIRE ALARM YOU MUST **ALWAYS** REACT WITH THE FOLLOWING PROCEDURE WHETHER YOU BELIEVE IT TO BE A DRILL, ACCIDENTAL ALARM OR THE REAL THING.

**ALL STAFF, PUPILS AND VISITORS MUST IMMEDIATELY EVACUATE THE BUILDING BY THE NEAREST EXIT.**

**The assembly point is in the basketball court of the Horizon Community Centre.**

#### **WALK – do not run.**

1. Assemble QUIETLY in tutor groups at the Assembly Point above.
2. Do NOT re-enter the building unless told to do so by a member of the fire service, the School Safety Officer, the Headteacher – (or, in their absence, Assistant Headteacher or Senior Teacher).
3. Registers, Visitors Signing-in Book and emergency crisis kit will be brought out by office staff. The alarm system will be silenced on instruction from the School Safety Officer or the Headteacher once roll call has been verified and the origin of the alarm has been located, if this was not a planned fire drill.
4. No-one should return to the building if the evacuation cannot be proved to be a false alarm or standard fire drill. If there is any doubt about the origins of the alarm, the School Safety Officer or Headteacher will instruct a member of staff to call 999 as we are not on an automatic response system. ALL personnel should await the arrival of the emergency services and the all-clear from those services.
5. Once the building has been given the all-clear, you will be asked to return to your place of work QUIETLY and in an orderly fashion.

If the evacuation is proved to be because of a real fire/emergency/crisis situation, pupils and staff may need to be evacuated further from the building.

In such circumstances – regardless of the type of emergency – there will always be a **designated Officer-in-Charge (OIC)** to whom all personnel and emergency services must refer for decisions/information. If the OIC becomes indisposed the responsibility will pass to other staff in the following order of priority and only be passed on if that person is also either absent or indisposed:

Headteacher  
Another member of SLT

In the unlikelihood of all SLT members being indisposed the OIC role should pass to **Office Manager** to contact and liaise with emergency services. In such circumstances, an incident sufficient to disable the full SLT would indicate a major incident necessitating immediate emergency services and LA Officer support (01905 766646 or 07947 407151).

ALL staff and pupils (including the OIC) MUST immediately follow directions from emergency services personnel at ALL times as not doing so may endanger themselves and others.

The SLT will consult with emergency services and a decision will be made as to whether pupils need to be sent home for their own safety. If this action is chosen after SLT have contacted the LA and Advance Trust to confirm this action and/or inform local officers, school office staff will begin the process of contacting parents/carers (using information from the school office and using mobile phones to avoid re-entry to the building) and transport will be arranged for those pupils for whom a return home is possible.

If pupils and staff are instructed by emergency services personnel to evacuate to another area the pupils must remain in their tutor groups with their staff wherever possible so that accurate roll calls can be made at any time.

If an emergency situation does arise, Senior Officers of the Education Directorate must be informed at the earliest safe opportunity and all enquiries from the press must be referred to the Press Department at County Hall who will deal with such enquiries on our behalf and maintain a calm response to any incident.

**Staff involved in an emergency situation cannot be expected to deal with reporters/photographers whilst ensuring the safety of their pupils, so do not get drawn into such a situation.**

## 6. LOCKED-DOOR POLICY

The procedures outlined will only be adopted in cases of emergency when the Health and Safety of individuals would otherwise be jeopardised.

### RISK ASSESSMENT – Locking room doors when students are present

It is necessary at times to prevent the uncontrolled movement of students around school. Records show that there have been incidents of students leaving teaching areas and then the school, or disrupting the safe management of the school, which have led to dangerous situations. If a student is determined to leave an open teaching area without permission, then staff must either allow the student to leave, or physically intervene. Although staff are trained in physical intervention techniques, the action of restraint carries with it the risk of injury to a member of staff or the student.

An associated problem is that students can gain unauthorised access to other teaching areas, so then dangers may arise through either disruption from disorderly conduct, or physical aggression/attack directed at peers or intervening staff.

Control measures which are already in place include:-

- Staff training in Positive Physical Handling (PPI)
- Procedures to deal with pupils who leave school premises without permission – search of the locality and reporting to parents/carers as missing persons.
- Sanctions designed to make students aware that they must not leave teaching areas, or the school grounds, and to discourage them from doing so – loss of privileges, detentions, etc for persistent offenders.

The options considered to restrict unauthorised movement when pupil behaviour causes concerns were:-

- Doors to be kept unlocked and 'guarded' by a member of staff
- Doors to be left unlocked and unguarded
- Doors to be locked

Event Risk	Risk of Occurrence	Outcome/Severity
<p>Door to be kept unlocked and 'guarded' by a member of staff:-</p> <p>Student attempting to force a way past a member of staff to gain access to an unlocked door or other areas of the building when in a compromising frame of mind.</p>	<p>High Risk – the student is likely to feel that they can force their way past the member of staff.</p>	<ul style="list-style-type: none"> <li>• Possibility of injury to member of staff – severity high</li> <li>• Possibility of injury to student 'on site' – severity medium</li> <li>• Possibility of injury to student 'off site' - severity high</li> <li>• Possibility of dangerous event because of lower level of control (one member of staff being restricted to guarding) – severity low/medium</li> </ul>
<p>Door to be left unlocked and unguarded</p> <p>Students may leave the room and site or gain access to unauthorised areas.</p>	<p>Uncontrolled situation – risk intolerable.</p>	<ul style="list-style-type: none"> <li>• Events associated with the unmonitored movements of SEBD students – intolerable</li> </ul>
<p>Teaching and corridor area doors to be locked</p> <p>No means of escape for students in an emergency. No easy access to rooms in an emergency. Students and staff feel 'hemmed in' or 'imprisoned'.</p>	<p><b><u>The risk can be minimised by the following control measures:-</u></b></p> <ol style="list-style-type: none"> <li>1. Limiting the occasions when doors are locked (to be left to the judgement of supervising/ teaching staff) to ensure the safety of individuals and avoiding good order being prejudiced.</li> <li>2. Keeping the period that doors are locked to a minimum</li> <li>3. If students need to be locked in teaching or corridor areas, then at least one (and in preferable circumstances, two) staff member(s) must be present in the area.</li> <li>4. All staff within a room/area having on them a key to unlock the door should it be necessary.</li> </ol>	<p>Without control measures – severity unacceptable</p> <p>With control measures – Severity low - (tolerable) risk.</p>

NB – it is sometimes necessary to keep the lower door to the stairs at RSS locked in order to prevent unauthorised access to the unsupervised areas upstairs. If staff are present then access can be supervised appropriately.

A policy has been adopted which permits teaching and corridor areas to be locked when circumstances demand as a result of behaviours considered to be dangerous or prejudicing good order within the building, subject to the control measures listed as 1 to 4 above, being in place.

## **7. CONTACT KEY HOLDERS (November 2017)**

Keyholders for Newbridge School at Midland Road are:

Headteacher

Caretaker