

# St John the Baptist Catholic Primary School



## SCHOOL EMERGENCY PLAN

### HEALTH AND SAFETY POLICY

*"I will be careful what I do." (Ps 39:1)*

This policy has been approved and adopted by the Governing Body in September 2023 and will be reviewed in September 2026.

Signed by Chair of Governors: \_\_\_\_\_

Date:

Signed by Headteacher: Catherine Whatley \_\_\_\_\_

Date: 28/9/23

Date	Reason & Changes Made	By
11/9/23	Policy Review Cycle	Catherine Whatley Headteacher

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## 1. **POLICY STATEMENT**

St John the Baptist Catholic Primary School is committed to ensuring the safety of all children, members of staff and visitors at all times, but unfortunately a major emergency or incident may occur at any time. This Emergency Plan is designed to help the school to respond effectively to such an occurrence. The Disaster Plan at Annex E looks at how the school can effectively maintain the role of providing education to the children after an emergency is over.

## 2. **DEFINITION**

An emergency is, '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 organizational consequences.

## 3. **AIMS**

The aims of this emergency plan are to;

- a. Make all staff aware of the actions to be taken in an emergency,
- b. Take into account advice based on previous experience,
- c. Enable an effective response in order to minimize the impact of the emergency.

## 4. **SCOPE OF THE PLAN**

Schools are susceptible to a variety of risks which vary in severity and likelihood. St John the Baptist Catholic Primary School has produced Risk Assessments to prevent or mitigate these risks. This Emergency Plan cannot provide in detail the action to be taken in all possible emergencies, it therefore considers emergencies as follows;

### a. **During School Hours**

#### (1) **In School**

- (a) A deliberate act of violence, such as the use of a knife or firearm
- (b) A fire or gas explosion in the school
- (c) A pupil or teacher being taken hostage

#### (2) **Outside School**

- (a) Accident on school day trip

- (b) Accident on school residential trips

b. **Outside School Hours**

(1) **In School**

- (a) A fire or gas explosion in the school
- (b) The destruction or serious vandalizing of part of the school

(2) **Outside School**

- (a) Accident on school residential trips

5. **THE EMERGENCY PLAN**

a. **General.** Potentially any member of staff could be notified of an emergency so it is important that all personnel are aware of the Emergency Plan. A copy is kept in the School Office, the Staff Room and an electronic copy on Microsoft Teams. If an incident occurs the priority is to safeguard those on site and alert the emergency services if necessary. Throughout the response to an emergency staff should maintain an incident log which is kept in the School Office with a copy of this Emergency Plan; a copy of the Incident Log Sheet is at Annex A. Where an emergency affects the local community but not the school directly, it may be appropriate to activate certain aspects of the plan such as the post incident support to help those affected.

b. **Stages of an Emergency.**

There are 4 stages to the Emergency Plan;

- 1) Stage 1 - Initial Actions.
- 2) Stage 2 - Ongoing Actions.
- 3) Stage 3 - Closure
- 4) Stage 4 – Longer Term Issues

c. **School Emergency Reaction Team (SERT).** A member of staff will be nominated as the Head of SERT. The availability of staff and the type of situation may reflect who is selected, though in general it will be the School Business Manager.

d. **School Closure.** Unless there is overwhelming pressure every effort will be made to avoid closing the school. Normal routines and timetables will try to be maintained.

e. **Media.** Where possible avoid speaking with the media. It is especially important that the names of anyone injured or killed in the incident are not given to

the media until identities are formally agreed and parents or next of kin are informed. See Annex B on guidance for giving interviews. All staff should be aware that speaking to anybody about the incident may indirectly get into the media and that personal comments may be detrimental to the school.

f. **Information.** Gathering and providing information is an important part of being able to deal with an emergency. Using the log ensures that anybody can quickly see what has been happening and what actions have taken place. It is also important that, where possible, information is disseminated by;

- 1). Placing a message on the school phone to advise parents about the situation.
- 2). Placing a message on the school website
- 3). Emailing or texting parents

g. **Support from Local Authority.** The Local Authority Planning Unit though not directly responsible for the school would provide some assistance if required, especially if casualties had been sustained. The day contact number and out of hours duty officer contact number are;

- 1). Emergency Planning Unit – 01962 846846
- 2). Out of hours Duty officer – 07623 960259

## 6 ADMINISTRATION

a. **Contact Details.** It is important that arrangements for contacting parents, staff and services during school hours, outside school hours and during school holidays are accessible and kept up to date;

- 1). **Parent/carers.** The School office will ensure that contact lists are updated as required. Any changes should be readily available if not on the parent/carer contact list. A copy will be kept in the Emergency Bag.
- 2). **Staff Contacts.**
  - a) Staff contacts used for the for the School Closure procedure are to be updated by the School Office. A copy will be kept in the Emergency Bag.
  - b) Key Holders should provide their non contact times to the School Office for school holidays. The School Office will provide a list to all Key Holders.

- 1). **Services.** The School Business Manager and caretaker will keep up to date the contact list for emergency services, contractors and other useful service providers (see Annex C).
- b. **Emergency Bag.** An Emergency Bag is located in the School Office and contains;
 

Contact lists	High viz jackets
Copy of Asbestos Register	Log sheets and stationery
Plans of the school buildings and services	Safety light sticks
First Aid Kit	Whistle
Torch with spare batteries	Mobile phone
Bottled water	
- c. **Key Holders.** The Headteacher will be the prime contact during out of school hours and school holidays for opening up the school. The key holders are;
  - 1). Caretaker
  - 2). Chair of Governors
  - 3). Headteacher
  - 4). Deputy Headteacher
  - 5). School Business Manager
  - 6). KS1 leader

## 7 ACTIVATION OF THE EMERGENCY PLAN

### a. Stage 1 - Initial Response.

#### (1) On site Incident during School Hours.

- (a) **General.** Where possible the Headteacher will be informed about the incident who will attempt to clarify exactly what has happened and contact the Emergency Services as required. A school log will be opened and maintained with all factual information received, actions taken, and the time of those events.
- (b) **Fire.** Any member of staff who detects a fire should immediately shout "Fire, Fire, Fire," and activate the fire alarm. The Fire Evacuation Drill will be carried out.
- (c) **Gas Leak.**
  - i. If a smell of gas is detected the School Office should be

informed.

ii. The gas supply in the kitchen is to be turned off. If the smell of gas persists the main gas supply is to be turned off and Gas Emergency Service tel: 0800 111 999 called followed by SSE tel: 0800 294 8404.

iii. A decision will be taken on whether any parts of the building should have restricted access

iv. If the gas supply cannot be turned off, the Fire Alarm is to be activated and the Fire Evacuation Drill carried out.

(d) **Gas Explosion.** In the event of a gas explosion the fire alarm is to be activated and the Fire Evacuation Drill will be carried out.

(e) **Acts of violence.**

i. Every effort should be made to protect the children by getting them away from any malicious person. Where possible get into the nearest classroom and lock the door. Classroom radios will be used to notify the office and headteacher of an incident.

ii. Upstairs classrooms should not be used.

iii. Use the radios to contact the School Office with any information of the location of the perpetrator, any injuries, and if any teachers, pupils or parents are known to be outside the building. The School Office will phone the Emergency Services; Police and Ambulance.

iv. If 'lockdown' is communicated through the radios, all staff are to lock the classroom doors, close the windows and pull down the blinds. See Lockdown Policy.

(2) **Off Site Incident During School Hours**

a) The Group Leader or other members of staff on the school day visit or residential visit will contact the School Office, providing as much information as possible about the situation.

b) The School Office will open a log to record all events.

c) The Headteacher will be informed.

(3) **On Site Incident Outside School Hours**

- a) Any member of staff may find out about an incident, such as fire or vandalism that affects the school. The Headteacher should be contacted. If not available contact the Admin Officer.
- b) The Caretaker may be asked to provide more detailed information.
- c) The Emergency Services may need to be contacted if not already on site.

**(4) Off Site incident Outside School Hours**

- a) The Group Leader or other members of staff on the school or residential trip will contact the Headteacher, providing as much information as possible about the situation.
- b) The Headteacher will decide whether the SERT should be contacted and if they need to set up. The School Office and Headteacher's room will be used for the School Emergency Reaction Team Office (SERTO). See Annex C for list of contacts.
- c) Once the SERT are at school the Group Leader of the school trip will be informed.

**b. Stage 2 – Ongoing Action**

- 1) **General.** The immediate action to protect children and all adults has been taken. During Stage 2, information will need to be confirmed or obtained and parents and other organizations informed about the situation. The media is likely to make enquiries and may possibly try to get onto the school site.
- 2) **On Site Incident During School Hours – Fire and Gas Explosion**
  - a) Once all adults and children have been accounted for they will walk to St John the Baptist Catholic Church, Alexandra Road, Andover for collection by parents. The School Business Manager will inform the Presbytery of the situation. A map showing the route to be taken is at Annex D.
  - b) Any injured adults and children will remain at the Assembly Point with an appropriate number of First Aiders and one Fire Marshal until Ambulances arrive. If the name of the hospital where the casualties are being taken to is known this information will be passed

to the School Business Manager.

- c) The School Business Manager will remain on site to provide any information to the emergency services as required.
- d) Once the children have left for the church the School Business Manager is to lock the pedestrian gates to restrict access to members of the public.
- e) The Admin Assistant will go to Balksbury Primary School and notify parents by emails and website. If possible a message will be left on the school phone. Parents will be told;
  - i What the incident is – fire, gas explosion
  - ii To go to St John the Baptist Catholic Church
  - iii If their child is a casualty the name of the hospital, if known otherwise they can go to the Church where further information will be given.
  - iv Not to try to get to the school as roads are likely to be blocked.
- f) One person will be nominated to speak to the press.

3) **On Site Incident During School Hours – Act of Violence**

- a) All external doors are closed and classroom doors are locked. There may be some children and adults outside. There is likely to be panic with many children crying. Some children and adults may be injured.
- b) Provided the perpetrator is outside the building;
  - i all staff and children are to remain inside the classrooms.
  - ii School Office staff are to take the mobile phone and move into the headteacher's office.
  - iii Wait for police to provide instructions for evacuation of building.
- c) If the perpetrator is inside the building teachers are to evacuate the classrooms via the external exits. If possible information will be provided on the location of the perpetrator.

4) **Off Site Incident During School Hours**

- a) The Admin Assistant will get as much information as possible

from the Group Leader;

- i The names of casualties and their injuries
- ii The hospital that they are going to
- iii Location of the remainder of the children and adults
- iv Are additional staff required
- v Point of contact of emergency services
- vi Day visits – Will the coach return to school, or will a replacement coach/coach driver be required
- vii Residential visits – Will the children carry on with the visit or do they want to return to school.

b) The Admin Assistant will notify parents by emails and school website. A message will be left on the school phone. Parents will be told;

- i What the incident is –
- ii Parents of year ... can come to the school and wait for further information or they will be contacted as information is received.

c) The Headteacher will notify parents if their child is a casualty;

- i what the situation is,
- ii if known – extent of injuries, name of hospital.
- iii Name of adult accompanying child, if there is one
- iv Contact number if known

d) The Headteacher will be nominated to speak to the press.

e) Staff will be quickly briefed that an incident has occurred and that some parents may shortly arrive at school. Some staff will be asked to stay with parents in the Serenity Room and make tea and coffee.

f) At an appropriate time all the children will be told about the incident.

#### **(5) Off Site incident Outside School Hours**

While the SERT have been arriving at the school the Headteacher as been maintaining contact with the Group Leader.

a) As much information as possible is required from the Group

Leader;

- i The names of casualties and their injuries
- ii The hospital that they are going to
- iii Location of the remainder of the children and adults
- iv Are additional staff required
- v Point of contact of emergency services
- vi Will the children carry on with the residential visit or do they want to return to school.

The Headteacher before coming to the school will pass on the information to the SERT.

b) Parents Informed. The Admin Assistant will notify parents by emails and school website. A message will be left on the school phone. Parents will be told;

- i What the incident is –
- ii Parents of year ... can come to the school and wait for further information or if they prefer they will be contacted as information is received.

c) KS2 or KS1 Leader will notify parents if their child is a casualty;

- i what the situation is,
- ii if known – extent of injuries, name of hospital.
- iii Name of adult accompanying child, if there is one
- iv Contact number if known

d) Press. The Headteacher will be nominated to speak to the press.

e) Staff Informed.

- i Using the Emergency Closure List of contact numbers all staff will be notified of the incident.
- ii If parents are coming to the school some staff may be required to assist in the Serenity room to make tea and coffee and talk with parents.
- iii Staff may be required to be at school at an earlier time than normal to be briefed on the situation.

f) Police Informed. Police informed that there may be additional traffic and possibly press interest. Request them to allow

parking on the road for parents of Year ...

g) Children Return.

- i If the decision has been made for the children to return from the Residential Visit, the coach will need to be arranged.
- ii Parents will be informed about the expected return time.
- iii The coach will be directed to the Junior playground so that children can go directly to the Serenity Room, out of site of the public.

c. **Stage 3 – Closure**

The immediate crisis has passed with children reunited with parents. Dependent on the type of incident the school may not be fully operational. Some children and adults may be in hospital, or possibly dead.

- 1). When appropriate, seek advice from 'Local Authority Support Team' and local clergy on special assemblies/funeral/memorial services.
- 2). Prepare joint report with named Senior Officer, for Director of Education.
- 3). Arrange for a member of staff to make contact with any pupils either at home or in hospital.
- 4). Make sensitive arrangements for the return to school (as appropriate).
- 5). May need to complete Health and Safety Executive form under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. RW Solutions would be contacted for advice.
- 6). Staff may be involved in an enquiry or post mortems and require support.

d. **Stage 4 – Longer Term Issues**

The school may be fully operational or operating from temporary buildings. The effects of some Incidents can continue for years. Thought will need to be given to:-

- 1). Working with Staff to monitor pupils informally
- 2). Clarify procedures for referring pupils for individual help
- 3). Be aware that some Staff may also need help in the longer term.
- 4). Recognise and if appropriate, marking anniversaries
- 5). Make any new staff aware of which pupils were affected and how

they were affected.

6). Remember that legal processes, inquiries and even news stories may bring back distressing memories and cause temporary upset within the school.

7). Remember if the Incident does attract Media attention, it is likely that interest will continue for many weeks.



## **ANNEX B**

### **GUIDANCE FOR GIVING INTERVIEWS**

1. Think about what you are wearing when you go into school, in case you are unavoidably drawn into a TV interview.
2. 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.
3. Be prepared to think on your feet, but try to decide beforehand what you want to say. Do not read it out.
4. Remember you could be quoted on anything you say to a journalist, even if it is not part of the formal interview.
5. Be prepared to say you cannot comment.
6. Don't over-elaborate your answers.
7. Refuse requests for photos or schoolwork of children/staff involved.
8. 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.

## **ANNEX C**

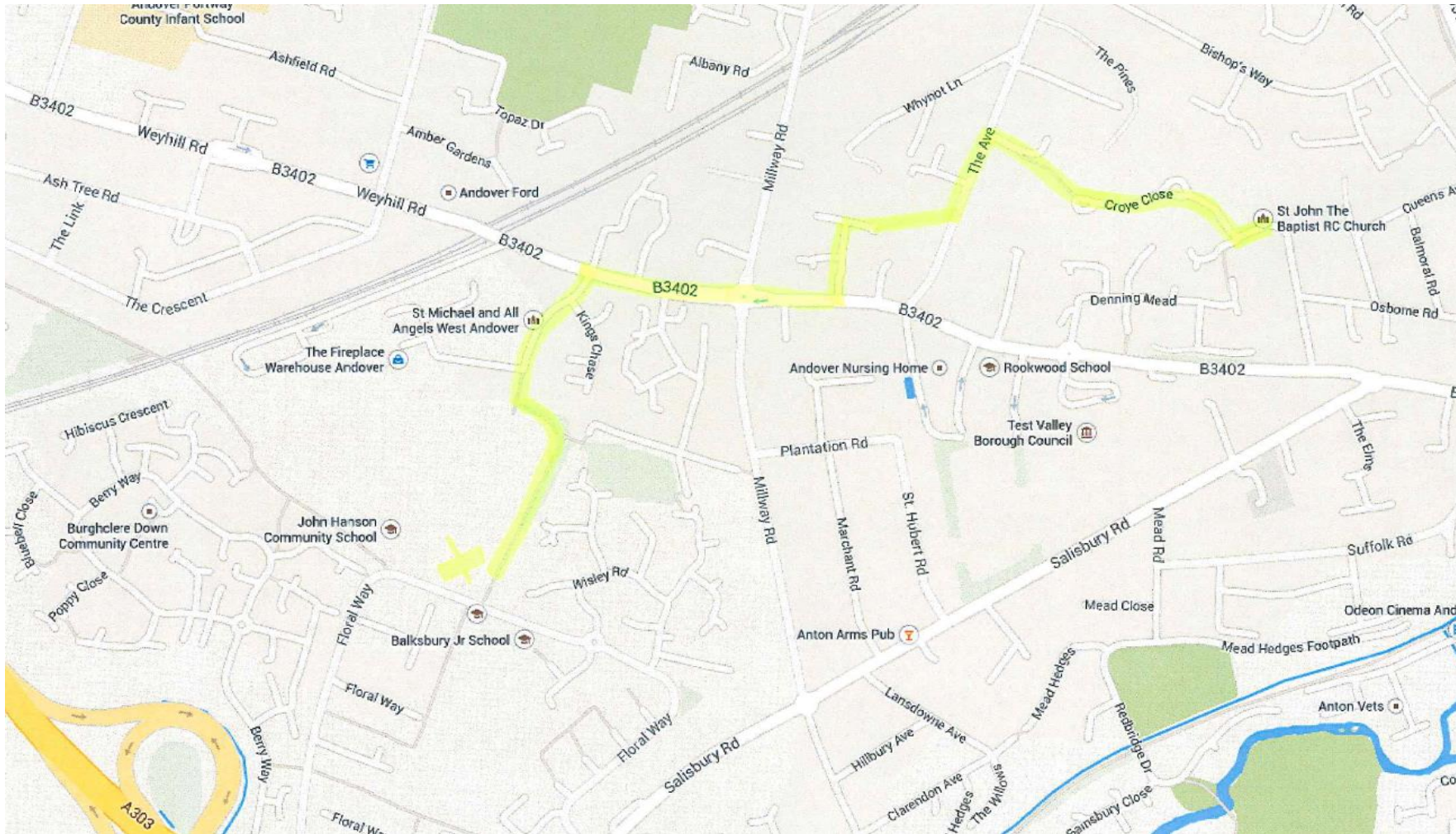
### **CONTACT LIST**

The names and telephone numbers of organisations and individuals who may be useful to the School in an emergency:

<b>Personnel</b>	<b>Name</b>	<b>Telephone No.</b>	<b>Comments</b>
Headteacher	Catherine Whatley	07902 799875	Key Holder
Deputy Head/KS1	Sophie Pearson	07730 561603	Key Holder
KS2	Kevin Downing		Key Holder
Chair of Governors	Matthew Zarb- Piscopo	07802 440272	Key Holder
School Business Manager	Tina Hawkins	07939 638 251	Key Holder
Caretaker	Pete Bray	07908 071410	Key Holder
Presbytery St John the Baptist Catholic Church		01264 352829	
Police		999	
Fire		999	
Ambulance		999	
SSE maintenance and repair		0800 294 8404	
Gas Emergency Service		0800 111 999	
Southern Electric		0845 770 8090	
Insurance		01962	
HCC Property Services		01962	
HCC Emergency Planning Unit			
HCC Out of hours Duty Officer			
John Hanson		01264 352546	
Balksbury		01264 352801	

## ANNEX D

### ROUTE FROM SCHOOL TO ST JOHN THE BAPTIST CATHOLIC CHURCH



# ANNEX E

## DISASTER PLAN

If disaster should strike, HCC will organise alternative accommodation. SSE are our emergency contractor, and they will make the building safe. There is also an HCC surveyor that SSE can access if they need advice or help if it's a major disaster and they will call in anyone else needed. Once made safe we would involve our insurers to move forward on what happens next, along with the Diocese and HCC.

HCC/SSE will organise relocation if it is required (dependant on the type of disaster, the length of time that we will be relocated for, and what options are available at that time.) Specifics are not provided prior to the emergency occurring.

Below are the disaster recovery sections from the SLAs and the Building emergency information.

### 4. Emergency support

Major disasters such as fires and floods are thankfully not everyday occurrences but when they do happen, HCC Property Services can provide you with the support you need to get your school operational again. There is an out of hours emergency call out service provided 24 hours a day, seven days a week, including bank holidays. Whatever the issue HCC Property Services will ensure that you receive the support you need to get back up and running quickly and effectively. This includes ensuring the building is made safe, planning any works and providing temporary accommodation.

#### Disaster recovery

All Hampshire centrally hosted schools data is backed up and stored in our data centre. We also have a reciprocal Disaster Recovery (DR) arrangement with Dorset County Council. Service recovery times will depend on the nature of the particular incident and restored data would be no older than 36 hours from the time of service loss.

#### Business continuity

Schools are individually responsible for maintaining business continuity plans to ensure they can still function effectively during any unplanned loss of IT service.

#### School data backups

School data backups are retained as follows:

Description	Backup retention period
CHSIMS	Three months
HSS Servers	Three months
HSS user/applications data	Three months*
Offsite backups	maximum period of six months

\*secondary school student data is retained for six months

Schools are individually responsible for backing up all data stored in locally hosted systems, including locally hosted SIMS.

#### Data restores

Schools can request HSS data restores from the IT Service Desk and should provide full details of the user name and filename(s) to be recovered. We aim to restore data in line with the targets listed below:

Service hours	8am – 6pm Mon-Fri
Restore completed within	Target
24 hours (i.e. one working day elapsed time)	50%
48 hours (i.e. two working days elapsed time)	95%

These targets are based on the lapsed service time between us receiving the request and restoring the data. Please note that any files or data created and then deleted between 6pm on one day and 6pm the next day cannot be restored.