



Emergency Action Plan

Name: St Catherine's C of E Primary and Nursery School

Address: Moorland Road, Launceston PL15 7HX

DATE PREPARED: February 2016

The guiding principles for evacuation and shelter planning and decision making :

Public safety comes first: public safety must be the over-riding priority in planning and operational decision making.

We shall need to:

Coordinate activity across boundaries: the scale of risks associated with evacuation and shelter will require coordinated planning and response across partner organisations and geographical boundaries.

Prepare proportionately to local risk: evacuation and shelter planning should be relevant and proportionate to locally identified risks.

Scale arrangements to the reasonable worst case: local planning should be generic and be geared to the consequences of the reasonable worst case scenario, with a firm understanding of the potential number of people involved.

Be flexible: flexibility and scalability are core to good practice, and mutual aid arrangements need to be considered.

Plan for loss of essential services: plans need to take account of the potential loss or degradation of essential services and of the impact on communities, as well as of the resilience of responder organisations and individuals.

Factor in human behaviour: the best possible understanding of behaviour is essential to avoid flawed assumptions in planning and response.

Think broadly about public communications: planning should consider the full range of channels for communication with those affected, since speed of warning, informing and public response is critical.

Recovery considerations need early and sustained attention: the direction and coordination of recovery activity will be a priority from the outset.

Create the conditions for informed decision making: as far as possible, information requirements should be identified in advance, and the means of servicing and sustaining them need to be considered carefully.

Train and then exercise: plans need to be associated with training, and people, plans and capabilities need to be exercised and validated.

An evacuation should only be carried out if the benefit of leaving an area significantly outweighs the risk of sheltering in place. This guidance outlines the considerations that should underpin the decision to evacuate.

As per DfE guidance 2014

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS DESIGNATED RESPONSIBLE OFFICIAL:

Name: Sarah Chapman

Phone: 01566 772198

EMERGENCY COORDINATOR:

Name: Sarah Chapman

Phone: as above

Deputy Coordinators:

Jon Phillipotts – Junior area

Liz Davy – Infant area

Julia Pollard – Nursery

Lunchtime Supervisor

Sarah May – coordinator of daily assigned supervisors to specific areas.

ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

Teaching assistants assigned to specific pupils on any particular day.

Mainly pupils with behaviour/ cognitive/ learning difficulties.

None physically challenged to date.

EVACUATION ROUTES

Evacuation signs have been posted around the school. All staff will hold a copy of this Plan.

The following information is marked on the fire exit map:

1. Emergency exits and routes are clearly signed
2. Primary and secondary evacuation routes
3. Locations of fire extinguishers
4. Assembly points

Site personnel know at least two evacuation routes.

EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: 999

PARAMEDICS: 999

AMBULANCE: 999

POLICE: 999

Site Supervisor: Rachel Cornish – responsible person during work times when senior leaders not on site.

Telephone: 07544667182

Head Teacher: (when not on site) 07875590379

Deputy Head Teacher: (when not on site) 07901675922

Local Authority Out of Hours Number: [07891 840439](tel:07891840439) [Access and Infrastructure](#)

UTILITY COMPANY EMERGENCY CONTACTS

(Specify name of the company, phone number and point of contact)

ELECTRIC: 0845 601 2989 – Western Power Distribution

WATER: 0344 346 2020 – South West Water

GAS: - 0800 111 999 – 24 hour emergency – SSE

TELEPHONE COMPANY: SW Comms fault service helpdesk – 01392 330033
Or 01726 73361 – West Comms.

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- EXTENDED POWER LOSS
- CHEMICAL SPILL
- DATA RETRIEVAL
- BOMB THREAT
- SEVERE WEATHER
- INCIDENTS DURING OFF-SITE ACTIVITIES
- OTHER e.g. terrorist attack, hostage taking, threat to human life.

MEDICAL EMERGENCY

- Call medical emergency phone number - 999

Ask for service you require:

Paramedics/ Ambulance

Fire Department

Police

Provide the following information:

- Nature of medical emergency,
- Location of the emergency (address, building, room number), and
- Your name and phone number from which you are calling.
- Have child's Medical Action Plan (if appropriate) ready for paramedics

Do not move victim unless absolutely necessary.

Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

All Staff are Emergency at Work first aid trained.

If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

- Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
- Clear the air passages using the Heimlich Manoeuvre in case of choking.

In case of rendering assistance to personnel exposed to hazardous materials, consult the COSSH sheet and wear the appropriate personal protective equipment. **If none available maintain a safe distance and wait for emergency services.**

Attempt first aid ONLY if trained and qualified.

Keep casualty warm and calm.

FIRE EMERGENCY

When fire is discovered:

Activate the nearest fire alarm (if installed)

Notify the local Fire Department by calling 999

If the fire alarm is not available, notify the site personnel about the fire emergency

By the following means:

Voice Communication

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
Do not delay your exit to collect belongings
- Close windows and doors behind you
- Assemble in the designated area - **PLAYGROUND**
- Remain outside until the competent authority (Head Teacher or assigned representative announces that it is safe to re-enter.

STAFF ABSENCES

Should any member of staff be absent, their duties in evacuating the children in their care from the building will be undertaken by the teacher or adult in charge of the class. Supply staff will also be required to sweep any areas they pass through for personnel as they exit the building.

Designated Official, Emergency Coordinator or supervisors must (underline one):

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the building.
- Perform assessment and coordinate weather forecast office emergency closing procedures – use LA guidelines.

Ensure that all employees have evacuated the area/floor.

Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

Assist all physically challenged employees in emergency evacuation.

VISITORS AND CONTRACTORS

All visitors and contractors should report to the appropriate member of staff, signing in the appropriate book on arrival and before leaving the premises. In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point.

Contractors, including any contract cleaners working on the premises, should be informed of the fire and emergency procedures that apply including:

- action to be taken on hearing the fire alarm or discovering a fire
- fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures.
- the location of fire-fighting equipment and fire alarm call points in relation to the area of their work.

Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), should have adequate fire evacuation arrangements in place and know how to call the fire and rescue service.

The risk of fire arising out of the work of any contractor at the premises should be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place. Any hot work activities should be closely monitored using the Hot Permit to Work system.

Persons who organise evening events should be informed or given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

EVACUATION ROUTES

All routes around the building will be kept free from obstruction and adequately and clearly marked.

Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

FIRE ALARM TEST

The fire alarms and call points are tested on a weekly basis, with a new fire call point tested each week. The outcomes of these tests are recorded in the fire log book.

FIRE FIGHTING EQUIPMENT

Fire-fighting equipment will be examined and tested at least once a year by a competent service engineer.

EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.

Pipes should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

CHEMICAL SPILL

Personal Protective Equipment (PPE): Non on site.

When a Small Chemical Spill has occurred:

- Notify the Emergency Coordinator and/or supervisor (select one).
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Evacuate the building and contact the appropriate authorities

DATA RETRIEVAL

School staff and pupil data and finance is backed up remotely using Rbus system through Cornwall County Council.

Our school server is not backed up remotely but staff back up their data and store on encrypted memory sticks.

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

Fill in form below after call is terminated. Pass to Police.

YOUR NAME: _____ TIME: _____ DATE: _____

CALLER'S IDENTITY SEX: Male _____ Female _____ Adult _____ Juvenile _____ APPROXIMATE AGE: _____

ORIGIN OF CALL: Local _____ Long Distance _____ Telephone Booth _____

VOICE CHARACTERISTICS	SPEECH	LANGUAGE
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Excellent
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Distinct	<input type="checkbox"/> Fair
<input type="checkbox"/> Raspy	<input type="checkbox"/> Stutter	<input type="checkbox"/> Foul
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Slurred	<input type="checkbox"/> Other
<input type="checkbox"/> Soft	<input type="checkbox"/> Slow	<input type="checkbox"/> Good
<input type="checkbox"/> Deep	<input type="checkbox"/> Distorted	<input type="checkbox"/> Poor
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Nasal	
<input type="checkbox"/> Other	<input type="checkbox"/> Other	

ACCENT	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Local	<input type="checkbox"/> Calm	<input type="checkbox"/> Factory
<input type="checkbox"/> Foreign	<input type="checkbox"/> Rational	<input type="checkbox"/> Machines
<input type="checkbox"/> Race	<input type="checkbox"/> Coherent	<input type="checkbox"/> Music
<input type="checkbox"/> Not Local	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Office
<input type="checkbox"/> Region	<input type="checkbox"/> Righteous	<input type="checkbox"/> Machines
	<input type="checkbox"/> Angry	<input type="checkbox"/> Street
	<input type="checkbox"/> Irrational	<input type="checkbox"/> Traffic
	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Trains
	<input type="checkbox"/> Emotional	<input type="checkbox"/> Animals
	<input type="checkbox"/> Laughing	<input type="checkbox"/> Quiet
		<input type="checkbox"/> Voices
		<input type="checkbox"/> Airplanes
		<input type="checkbox"/> Party
		<input type="checkbox"/> Atmosphere

BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour _____ Time Remaining _____

Where is it located? Building _____ Area _____

What kind of bomb? _____

What size of package? _____

How do you know so much about the bomb? _____

What is your name and address? _____

Do you represent an organization? _____

If building is occupied, inform caller that detonation could cause injury or death.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)?

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify senior leaders immediately.

CHECKLIST

The 4 Cs

CONFIRM – confirm it's a suspect item, should it be there? Check if it belongs to someone in school?

CLEAR – the area immediately

CONTROL – the situation and escape routes. Staff control orderly behaviour of pupils.

CORDON – an area suitable for the size of device. Be aware of other hazards e.g falling glass.

Best practice for clearing area around size of possible explosive package:

100ms for items rucksack size

200ms for suspect car

The 5 Ws

What is it? Diagrams, colours, odours?

Where is it? Diagram, access issues

When was it found?

Why? Do you know why it is there?

Who? Any ideas on who could be the perpetrator.

SEVERE WEATHER

Flood:

If indoors:

Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.

Follow the recommended primary or secondary evacuation routes.

If outdoors:

Climb to high ground and stay there.

Avoid walking or driving through flood water.

If car stalls, abandon it immediately and climb to a higher ground.

Strong Winds:

A severe weather warning is issued when conditions become a threat to buildings and human life.

Stay calm and await instructions from the Emergency Coordinator or the designated official.

Continue to monitor local TV and radio stations for instructions.

Snow

If indoors:

Stay calm and await instructions from the Emergency Coordinator or the designated official.

Stay indoors!

Contact parents if they are able to safely collect and escort the children home or to a safe place.

If there is no heat:

Close off unneeded rooms or areas.

Stuff towels or rags in cracks under doors.

Cover windows at night.

Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.

Wear layers of loose-fitting, light-weight, warm clothing, if available.

INCIDENTS DURING OFF-SITE ACTIVITIES

In respect of school trips and visits guidance is available from the DFE good practice guide Health & Safety of Pupils on Educational Visits, also see Offsite Policy.

Offsite risk assessments **must** be undertaken for all offsite activities.

For all emergencies, the Headteacher or Deputy Headteacher must be notified immediately (following calls to emergency services). Parents of pupils involved **must not** be contacted prior to the Headteacher being spoken to.

Residential visits – The adults who are attending the residential visit must meet prior to the visit to go through all emergency procedures and risk assessments. The Headteacher or Deputy Head must be present at this meeting. This meeting must be recorded.

If the School is evacuated whilst one class(or more) is off-site on a trip or visit.

Accompanying staff will always carry a mobile phone – a requirement of a pre-visit risk assessment. A list of contact details of parents also required.

Staff to contact the staff accompanying pupils on the trip to inform them of the situation.

If it impacts on return of pupils that day inform where to drop pupils off for collection by parents.

Parents to be informed by text of what is happening and where to collect their children.

If pupils are on a residential trip and not due to return or do not need to return, continue with the trip. If advised to return, then follow instructions from appropriate authorities.

EVACUATION

Class Teachers to evacuate children out of building and through the front gates. Class Teachers to ensure they take their mobile phones with them.

Admin staff to ensure that **attendance notes** are taken to check all pupils present. Ensure that pupils who may have gone home during school day (medical appointments, sickness etc) are entered onto attendance slips. Also take **contact folders** containing pupil details.

Senior Leaders to monitor exits. Staff to sweep building on way to the exits.

DURING SCHOOL LESSON TIME

Nursery, Reception and Year 1 to use most direct route to front gates. Year 2 to exit through Hall and front doors. Years 3 and 4 use large doors to exit and travel via playground and carpark to front gates. Years 5 and 6 to exit via staff car park to front gates. Ensure children move in single file and in an orderly fashion.

Kitchen staff to exit through front car park and Admin staff through front doors.

If a class is outside for PE then move through car park to front gates. If a class is in the hall for PE then ensure that they take their shoes with them for lessons and leave the building through front doors.

Move along Moorland Road to police station and take shelter there is permitted. There will be no time to collect coats and bags, personnel and pupils are the priority.

If unable to use the police station then continue along Moorland Road to St Johns Road junction with Western Road. Continue left down to the Town Hall.

Once at a place of safety, class teachers to double check that all pupils are present. Awareness of daily attendance must be known at any time. Parents will be contacted to collect their children from the Town Hall when directed to by person with overall responsibility.

DURING LUNCH BREAK/ PLAYGROUND BREAKS

If evacuation is necessary during these times a slightly different procedure is required. Children in Hall through front door or nearest available door to main gates and proceed to the Police Station. Children on the playground through gates to car park and to the main gates and to the fire station. Children in classrooms evacuate to nearest door and make way to main gates and to the police station. If access through school not possible then evacuate to areas behind playground and field and await instructions.

Office staff to take attendance sheets. Teachers must be aware daily of numbers of pupils attending on any one day.

Adults to check rooms as they make their way along their escape route.

Kitchen staff to exit via kitchen door to main gates and along road to police station.

Move along Moorland Road to police station and take shelter there is permitted. There will be no time to collect coats and bags, personnel and pupils are the priority.

If unable to use the police station then continue along Moorland Road to St Johns Road junction with Western Road. Continue left down to the Town Hall.

Parents will be instructed to collect pupils from the Town Hall if unable to use police station. Parents can be contacted via Teachers2Parents via mobile phone, tablet or laptop. All senior staff will know how to access this system.

PARENTS:

In a major emergency, it will be important to prepare an announcement or a coordinated release of information to parents, the public, the media. Special steps should be taken to inform affected parents effectively and sensitively. This should be done in consultation with the police and the Council's Communications and Public Affairs Team.

An early decision should be made about how to inform parents, bearing in mind the speed at which rumours can circulate. In the case of a fatality, the police will normally inform the next of kin.

Other more general methods of informing parents could be:

- Notice of school website
- Text message
- Letters
- Notice on school gate
- Recorded message on a designated telephone line
- Local TV/Radio announcement
- Member of staff outside the school giving parents information.
- Individual parents contacted by telephone

It would re-assure parents to have access to updated information as and when it is appropriate to do so, or even to give regular updates with time notices clear with the message, "there is nothing further to report at this time".

If the incident is away from school, seek Police advice whether parents should travel to the scene, or whether children should be taken home.

DEALING WITH THE MEDIA

In the first instance do not speak to the Press/ Media – contact LA Press office for advice and guidance.

Do not allow the press on to the school premises or give them access to children unless there is a special reason for this and consent has been given.

Person giving interview should be, Headteacher, Nominee, Chair of Governing Body or LA Press Officer.

- Demonstrate concern, not panic – share **Pity** for victim and family loss, give
- **Praise** to the emergency services.
- Have another person with you, if possible, to monitor the interview.
- Give **facts** only – do not speculate – do not apportion blame. At the earliest stages use, "We are dealing with an incident and will release information as soon as the details have been confirmed". Use the phrase, "at the moment those facts are unknown" rather than respond with unverified facts or 'no comment'.
- 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, unless you have been requested, or the Headteacher decides

to deliver a statement. The press may ask for copies of the statement, be prepared to hand this out.

- Remember you could be quoted on anything you say to a journalist, even if it is not part of the formal interview.
- Don't over-elaborate your answers. Answer only the questions asked.
- 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.

Only give out information regarding deaths of persons once the next of kin have been informed. Never before.

WHAT PARENTS NEED TO DO

Ensure that their contact details are **always** current so that they can be reached using **TeachersToParents** texting system. Do not panic and wait for instructions from the appropriate authority.

THE AFTERMATH

GENERAL GUIDANCE FOR HEAD TEACHERS & STAFF

The consequences of any major incident 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. The Educational Psychology Service and the Education Welfare Service can help. The range of support they can offer, includes:

- Debriefing following a trauma and providing advice on the management of strong emotions
- Supporting traumatized staff and pupils to effect 'normalisation' as soon as possible
- Providing links with other agencies who may be able to offer longer-term support

In the tragic event involving the death of a pupil, please refer to the separate Departmental Guidance "***Death of a child at a school, unit or early years setting***", issued to schools in November 2004.

KEEP TO THE NORMAL ROUTINE

TALK TO THE PUPILS, TODAY, TOMORROW AND SO ON

TALK TO THE OTHER STAFF - lean on your colleagues - they are your best support group

LISTEN TO YOUR PUPILS AND EACH OTHER - expect heightened anxiety or guilt

ARRANGE FOR DEBRIEFINGS – pupils/staff involved in or affected by the incident

REMEMBER THE INCIDENT - draw pictures, separate facts/feelings/thoughts

**FACILITATE SUPPORT FOR PUPILS/STAFF INVOLVED/AFFECTED BY THE INCIDENT
& MONITOR POSSIBLE EFFECTS -SEEK PROFESSIONAL HELP**

Educational Psychology Service

Education Welfare Officers

BE CAREFUL HOW YOU ANSWER THE TELEPHONE - it may be a relative of a casualty or it could be the media

DO NOT SPEAK TO THE MEDIA WITHOUT PRIOR CONSIDERATION/APPROVAL

TRY NOT TO APPORTION BLAME

CONSIDER HOW FAMILIES OF THE INJURED AND BEREAVED SHOULD BE CONTACTED - use the most appropriate people with relevant skills - consider how Governors can help.

CONSIDER HOW HOSPITAL VISITS SHOULD BE ARRANGED - who should go

CONSIDER PROTOCOL FOR FUNERALS WITH FAMILY - seek advice e.g. ethnic, religious considerations

CONSIDER A SPECIAL ASSEMBLY

CONSIDER HOW TO HANDLE SPONTANEOUS MEMORIALS e.g. flowers in schools

LATER:

CONSIDER WHAT MAY HAVE BEEN LOST - not only lives but other items e.g. resources, accommodation, coursework, personal property, continuity

KEEP AN EYE ON PUPILS/STAFF INVOLVED/AFFECTED BY THE INCIDENT – distress can last for some months

CONSIDER RE-ENTRY TO SCHOOL OF INJURED PUPILS/STAFF

CONSIDER ESTABLISHING A MEMORIAL/HOLDING A SERVICE

CONSIDER ANNIVERSARIES/REMEMBRANCE