Working and learning together for success

Policy for

DEALING WITH A MAJOR EMERGENCY, EVACUATION or LOCK DOWN

Person responsible: Headteacher (DSL)

Reviewed annually – Next review April 2017

Sarisbury CE Junior School

A Policy for Dealing with a Major Emergency, Lock Down or Evacuation

Rationale:
Although the possibility of having to deal with a major emergency affecting our school may be slight, it is essential that the process of coping with such an event is carefully planned in advance. This should help everyone to manage the initial impact of a major emergency more effectively. It will also ensure that everyone involved will be appropriately supported both at the time and thereafter.

Potential incidents and emergencies
- Death of a child or member of staff
- An intruder on the school site
  (with potential to pose risk to staff & pupils inc violence and assault in school
- Destruction or vandalism of part of the school
- Child or member of staff taken hostage
- Road, sea or air traffic accident involving children and/or staff
- Natural disaster in the community (toxic smoke /air pollution)
- Death or injuries to and from school or on school activities
- Civil disturbances and terrorism with the potential to pose risk to staff & pupils

Support Agencies
Appendix 1 lists useful contact personnel and telephone numbers.

School Staff Emergency Contacts
Please refer to the details held in the main office for staff emergency contacts. These are updated at the beginning of each academic year and at other times if situations change.

Typical Actions and Responsibilities

Task	Time Scale	Person Responsible
1. Obtain factual information at start of crisis	Within hours	Headteacher
2. Senior management meet with support personnel	Within hours	Headteacher/Assistant Headteacher
3. Establish an intervention team	Within hours	Headteacher/Assistant Headteacher
4. Identify the need for group and individual treatment	Immediately and incrementally	Headteacher / Assistant HT in consultation with class teacher
5. Organise treatment etc	As required	Headteacher/Assistant Headteacher
6. Contact families	Within hours; continue until all informed	Headteacher/Assistant HT Headteacher/Admin. Officer
7. Dealing with general enquiries	Within hours	Admin. Officer/Admin. Assistant
8. Call a staff meeting to give information	Same day if practicable	Headteacher/Assistant Headteacher
9. Inform children in small groups	Same day if practicable	Class teachers
10. Arrange a debriefing meeting for staff involved in the disaster	Same day if practicable	Headteacher/Assistant Headteacher
11. Debriefing for children involved in the disaster	As soon as possible allowing for Health and Safety	Headteacher/Assistant Headteacher
12. Promote discussion in classes	Next few days and weeks	Class teachers

In the absence of the Headteacher or Assistant Headteacher, the year leader postholders will assume these roles.

SPECIFIC PROCEDURES

Dealing with a bomb scare or explosion

The procedures will be similar to those adopted for evacuation in the event of a fire.

- If the location of the suspect device is unknown, staff will be alerted to the danger by the code word '**DOODLEBUG**'
- Evacuation of the school must take place immediately with all children being led to the safety via the pathway to Sarisbury Infants School
- Under no circumstances should staff attempt to move cars from the parking areas unless specifically requested by the emergency services
- As flying glass poses the greatest danger, everyone must face away from the school building and if necessary, lie down
- ***Nobody should re-enter the building until it has been declared safe by the emergency services. Any request to assist in the search of the premises will only be taken on a voluntary basis***

Dealing with incidents where lockdown procedures are required

At Sarisbury, the school has procedures for two levels of Lockdown.

Lockdown 1:- a partial lockdown of the building as a result of a reported incident or disturbance in the community that may pose risk to staff and pupils in the school, or as a result of a warning being received regarding the risk of air pollution e.g. smoke plume. This is often a precautionary measure but puts the school in a sense of readiness should the situation escalate.

Staff will be alerted with the signal '**Lockdown 1**'

- All outside activity will cease immediately and staff to ensure the safe return of pupils to the school building
- All staff and pupils will remain inside the building with external doors and windows locked as appropriate
- Children with diabetes will be taken directly to the school office / medical room which can be locked if appropriate
- Where necessary, senior staff will dial 999 and contact the emergency services
- A register will be taken to check for missing / injured pupils or staff and visitors
- Reassure pupils and keep them calm and occupied with an appropriate activity
- Free movement may be permitted within the building depending on circumstances and staff will be notified by senior staff
- A general message will be sent to parents / carers to alert them to the situation; they will be requested not to contact the school and that an 'all clear' will be given via text message
- All staff and pupils to remain inside the building until an **'all clear'** is given, or unless told to evacuate by the emergency services

Lockdown 2:- a full lockdown of the building as a result of an immediate threat to the school community and may be an escalation of a partial lockdown. This could also be the result of an intruder on the school premises that poses immediate danger to staff and pupils.

Staff will be alerted with the signal '**Lockdown 2**'

- All outside activity will cease immediately and staff to ensure the safe return of pupils to the school building
- All staff and pupils will return to classrooms and ensure that the blinds in the classroom are lowered
- External doors and windows to be locked and checked by senior staff
- Where possible, internal classroom doors should also be locked
- Check for missing / injured pupils or staff and visitors
- Pupils to sit quietly and out of sight e.g. under tables and away from doors and windows
- A register will be taken to check for missing / injured pupils or staff and visitors
- Communication to staff will be directed via teacher text alerts to convey instructions – these will be issued by the Headteacher / Assistant HT via the school's wireless network from a designated safe place (i.e. school library)
- All staff and pupils to remain inside the building until an **'all clear'** is given, or unless told to evacuate by the emergency services
- **At any point during a full lock down, the fire alarm may sound which would be the cue to evacuate the building**

GENERAL GUIDANCE

Factual Information

When a crisis or emergency occurs, the first task is to obtain accurate information as soon as possible and to relay it to senior leadership within the school. Disasters happening away from school premises may mean that an accurate assessment of the situation may be unclear for many hours; the need to convey as much accurate information as possible is still paramount to avoid further distress. Any communication in this situation will be sent from the school office by members of the senior leadership team **.**

Communication

Where children have been involved in an accident outside the school, the party leader needs to have an emergency number on which to make contact with the senior staff back at school or at their homes. This should be different from the school number if possible.

If direct contact cannot be made with our school, party leaders should telephone Sarisbury Infant School on 01489 660722.

All staff are issued with an updated list of staff emergency contact numbers and home telephone numbers each year via 'teachers to parents'.

Arrangements have been made with Sarisbury Infant School to use their telephone in the event of an emergency if necessary. (This is most likely to happen if parents and the press are trying to contact our school).

Dealing with enquiries during an emergency

The families of the children caught up in a tragedy will need full and accurate information as soon as it is available; they may need to be brought to school to receive it.

In the event of a serious incident, the school will be subject to a significant number of telephone enquiries. Staff, if manning the telephone, need to recognise that this can be a stressful time dealing with distressed and worried enquirers, especially when there is uncertainty or serious injury / fatality. If appropriate, an information centre for parents will be established in the school hall in order to share information directly. The conveying of factual information; first hand is always our priority.

Members of the Governing Body may also be available to offer their support.

When groups of children go off the school premises, a list of those out of school must be left in the school office. As soon as an incident is reported, in or out of school, parents or guardians should be informed and advised how further information will be conveyed to them and by whom. General texts and emails may not be appropriate in a sensitive situation.

Informing Parents

Parents need to be contacted promptly, but the speed will depend on the nature and scale of the incident. This may be done in person or may have to be undertaken by telephone and assisted by emergency services personnel as appropriate.

Wherever possible, parents of all the other children in the school should be warned that the school has experienced a major incident / emergency and that their child may be upset.

It is difficult to give specific advice because of the many different ways crises occur. The following are some general pointers which will ensure that the information is passed on effectively and sensitively:

a) brief the member of staff making the contact, using a pre rehearsed message;
b) take a note of those parents who still need to be informed so that those who already know are not contacted unnecessarily;
c) where appropriate, offer help with the arrangement of transport;
d) check that the parents are not left alone in distress, perhaps making suggestions for making contact with relatives or neighbours;
e) offer useful phone numbers, either for support or for more information;
f) where appropriate, give the contact numbers of other families involved in the crisis.

Dealing with the media
One of our tasks must be to protect children, parents and staff from the glare of publicity, particularly during the first week or so. While the media can help inform the public responsibility, it can also be harmfully intrusive at times of stress and grief.

The Headteacher / Assistant Headteacher will act as Press Officer to deal with the media; this will be done in full liaison with the County Press Office (see appendix 1). Members of the media will not be allowed on to the school premises or given access to staff or children unless there are specific reasons for doing so. All enquiries should be directed to and through the press officer, who may hold a briefing session with the press if necessary (i.e. journalists may be invited to a particular part of the school at a specified time). While factual information may be given to the press, the privacy of staff, children and their families should be maintained at all times.

Members of staff dealing directly with the families involved in the crisis will not be asked to take on the task of dealing with the press.

Governors will also be available to offer their support. Mr Kevin Briscoe, with an extensive media background, will offer support to the senior leadership team in their communication with the media.

Informing Staff
As soon as an incident has occurred, the Headteacher and Senior Staff will meet to decide their strategies. They will make arrangements to be relieved of other duties to allow them to manage the crisis over the next few hours. Key tasks facing the Headteacher / Assistant Headteacher have been listed in the guidance above, but the nature of the incident and the availability of staff may also require some adjustment to procedures; this will be agreed in consultation with senior leaders and governors.

The rest of the staff will be informed as soon as possible, preferably at a specially convened staff meeting. Again, it is essential that both teaching and ancillary staff share the same information and only when authorised to avoid the circulation of inaccurate information and rumour.

Informing the Children
Children should be told simply and without fabrication what has happened. This should be done by their class teacher where possible. Their questions should be answered as straightforwardly as possible. Class teachers should pass on facts only and never speculate on the causes of the crisis or its consequences. Where questions cannot be answered at the time, this should be acknowledged.

If the school is to close, children and parents will be told by the end of the school day, preferably at the same time that parents are told about the incident. Closure, on the whole, will be avoided.

Stick to Normal Routine
As far as possible, the school's routine will be followed. This is to ensure some security in the lives of the children at a time of crisis.

Inform Governors and the Appropriate Authority
The Chair of Governors, the Chief Education Officer and other appropriate officers of the authority will be informed as soon as possible after a major incident so that assistance can be given.

Attendance at Funerals
People from differing backgrounds and religions have different burial rites. There is not always time therefore to prepare staff for attendance. In this case the Admin Officer will make enquiries about the burial arrangements (e.g. if flowers are in order and whether representatives from the school will be welcome).

After the immediate impact of the emergency has been dealt with, it will be necessary to make further short, medium and long term plans to deal with any after effects.

Please also refer to the Health and Safety Policy / Fire Evacuation Policy for emergency evacuation procedures and other guidance.

USEFUL CONTACTS

CONTACT	NAME	TEL. NUMBER
Director of Education	John Coughlan	01962 841841
Chair of Governors	Rob Rees	01489 573000
Police	Park Gate Police Station	0845 0 454545 or 999
Fire Brigade		999
School Doctor/Community Medical Officer		
School Nurse, Child Health Services	Kate Davies	01489 570799
Educational Psychologist	Lucy Manger	02392 498200
Child Guidance Clinic		
Child & Mental Health	CAMHs	0808 802 5544
Emergency Dept. QA Hospital	Southwick Hill Road, Cosham, Portsmouth	02392 286000
Locality Team	Norinda Baines	01329 824767
Social Services Team Leader	Professionals' Line	01329 225379
Counselling Services	Havant Locality Team, River Way, Havant	023 9249 8200
Bereavement Group	Cruse Bereavement Care	0808 808 1677/ 0844 4779400
	Simon Says	02380 647550
	Winston's Wish	08452 030405
	Childhood Bereavement Network	0207 843 6309
Safeguarding Advisors	Barbara Piddington Eric Skates Mark Blackwell	HCC safeguarding unit 01962 876364
Churches	St Paul's	01489 572129
	St John's	01489 578082
Press Office/Contacts	Clare Sheret/Louise Payne Hampshire County Council	01962 847368 / 847363
Admissions	Contact Centre, Hampshire County Council	0845 603 5623
Voluntary Organisations	Naomi House	01962 870810 / 843513
Sarisbury Infants School	Charlotte Weavers	01489 660722