

EMERGENCY PROCEDURES GUIDELINES

KCC guidance¹ & ² will be followed in full or part of this policy.

¹ - "Emergency Planning for Schools in Kent, 2015 Edition" (KCC, 2015) & ² - "Operation Chalkboard – Kent Police Protocol in Kent and Medway Schools" (Kent Police, 2014)

GENERIC EMERGENCY PROCEDURES

DIRECTED RESPONSE

This is used to move pupils and staff to a specific location inside the building when it is safer to remain in the building than to leave. It is used when the location of an actual or potential threat is known and can be confined to a specific area, and the area to move to is far enough from the threat that safety is ensured. Then ensure all pupils, staff and visitors are accounted for. The decision will be made by the Headteacher or one of the Deputies. The instruction will be given by the Headteacher, Deputy or any staff member authorised by them – School Secretary, Site Manager, staff member.

ROOM CLEAR

This is used when there is a high risk present in the room and the pupils and staff can be sent to a safe area. Then ensure all pupils, staff and visitors are accounted for. The decision will be made by the staff member responsible for the pupils in the room.

SECURED ROOM

This is used when there is a threat inside the building such as an intruder when it may be more dangerous to leave the building by directed evacuation than stay in a secured room. In this case lock the doors and windows and keep staff away from doors and windows. Then ensure all pupils, staff and visitors are accounted for. Decisions will be made and communicated as for a directed response.

DIRECTED EVALUATION

This is used when the location of the potential threat is known and allows an evacuation route away from the threat to an assembly point outside the building. Then ensure all pupils, staff and visitors are accounted for. The assembly point is on the large playground to the rear of the building. If this is too dangerous, the Headteacher will direct to a safer assembly area. If the threat means a long period of evacuation, then for the safety and well-being of the pupils and staff, the assembly point will be moved to The Orchard School as soon as registers have been completed which can be accessed through a gate to the rear of the playground area. Once in The Orchard School it will be important to check the registers.

IMMEDIATE ACTIONS (IF REQUIRED)¹

- Apply First aid if necessary
- Call 999 if necessary for Police, Fire or Ambulance, but if non-emergency, notify Police on 101
- Clear area if necessary, ensuring child and adult safety and welfare
- Pick up grab bag
- Establish lines of responsibility and leadership
- Inform all staff to maintain timelines and records of all actions and events
- Contact Area Education Officer (East Kent): Marissa White 03000 418793 / 07834 841560
- Contact Chair of Governors
- Provide reassurance and a visible supporting presence

- Decide whether school or Police have the responsibility to inform parents if applicable
- Access LA support network via AEO
- Ensure safe condition of premises for school community (evacuate if necessary - refer to Section One)
- Manage media interest through press office. The Media Relations Officers for Education are:
- Murray Evans, 03000 416071 or 07834 051150, murray.evans@kent.gov.uk
- Ella Hughes, 03000 416282 or 07738 755491 ella.hughes@kent.gov.uk.
- Out Of Hours, is through the call centre, 03000 414141 or silent hours, 03000 419191
- Protect school community from media intrusion as much as possible
- Review break/lunchtime/going home arrangements
- Consider impact on pupils/students/staff in other schools (family/friend connections)
- Contact Property emergency on 24 hour number 03000 419191, if necessary
- Maintain as normal a routine as possible

IMMEDIATE THREAT OF INJURY OR DEATH

SUSPICIOUS PERSON ON SCHOOL GROUNDS

- Direct all strangers or visitors to the reception for signing in
- Notify the office immediately of suspicious persons or behaviour
- A potentially dangerous person is one whose behaviour suggests a possible threat to safety
- Notify the office and Headteacher of concerns immediately
- Follow generic emergency procedure as appropriate
- Call the police

DANGEROUS PERSON (INCLUDING SERIOUS ASSAULT BY PUPIL OR VISITOR ON SCHOOL GROUNDS – ‘OPERATION CHALKBOARD’ LOCK DOWN PROCEDURE

- A potentially dangerous person is one whose behaviour suggests a possible threat to safety – e.g. posing a real threat / perceived to be posing a threat to staff / pupils / visitors or following an incident whereby there is a risk to the safety of someone legitimately on the school grounds. They may be trespassing on school grounds or attempting to gain entry to school via the front doors, with or without weapons. Weapons could include – guns (pistols, machine guns, knives or [suicide] bomb vests).
- Notify the Headteacher / on call SLT member of concerns immediately, who will notify the office – if deemed appropriate to do so (due to specific type of risk and weapons observed) they will go around the school to share the lockdown procedure is in place.
- The office will then shut the office hatched window and hide themselves moving a telephone under the table to enact the Operation Chalkboard Protocol:
 - The message ‘Operation Chalkboard, this is Operation Chalkboard’ will be given out over the telephone tannoy system – this will announce that all classes are to lock themselves into their rooms, turn the lights off and hide under the tables.
 - The office will ring 999 and quote Operation Chalkboard to the operator – they will give details of the descriptions and names (if known) of the people posing the risk, describing any weapons and location / direction of travel.
 - All classes and rooms will then remain in lockdown until either a) the police tell each class / area that they are safe to leave or b) the message – ‘Operation chalkboard all clear, this is operation chalkboard all clear’ is given.

- If the serious incident takes place in an off-site campus the host procedure will be followed by the leading staff member and St. Nicholas will go into lockdown.
- If St. Nicholas goes into lockdown so too will all other St. Nicholas campuses / classes.
- If the host site goes into lockdown, the St. Nicholas class(es) will go into lockdown.

ABDUCTION

- Do not release any pupil to anyone other than the designated parent or guardian
- Do not accept substitute without proof or prior agreement from the parent/guardian
- If a parent attempts to pick up a child in contravention of a Court Order then report to the office and Headteacher immediately. Call the police – quoting operation chalkboard.
- The lockdown procedure will be followed on all campuses until the all clear is given.

SUICIDE THREAT OR ATTEMPT

- Notify the office and Headteacher immediately
- Follow generic emergency procedures as appropriate
- Call emergency services

DEATH, SERIOUS INJURY OR MEDICAL CONDITION ON SCHOOL CAMPUS

- Notify office, Headteacher and emergency services and family immediately
- Follow generic emergency procedures as appropriate
- Follow first aid procedures
- Inform LEA, HSE

POSSIBLE THREAT OF INJURY OR DEATH

FIRE OR EXPLOSION

- Follow fire drill (Health and Safety Policy) or generic emergency procedures as appropriate
- Notify emergency services
- Account for pupils and staff

HAZARDOUS SPILLAGE

- Notify office and Headteacher immediately
- Follow generic emergency procedures as appropriate

BOMB OR SUSPICIOUS DEVICE

- Do not approach or touch suspicious device
- Notify office and Headteacher immediately
- Follow generic emergency procedures
- Ensure all pupils, staff and visitors are accounted for
- Inform emergency services

BOMB THREAT (OR SIMILAR)

- Follow bomb threat phone checklist – kept by office telephone (page 19¹).
- Evacuate building to safe distance
- Inform emergency services

STRUCTURAL DAMAGE

- Follow generic emergency procedures
- Inform office and Headteacher immediately
- Ensure all pupils, staff and visitors are accounted for

- Call police
- Inform LEA

COMMUNITY DISTURBANCE

- Follow secured room procedure unless Headteacher advises otherwise
- Ensure all pupils, staff and visitors are accounted for
- Call police
- Inform LEA

SCHOOL CLOSURE

BAD WEATHER

- If there are Health and Safety grounds relating to the safe passage of the pupils to and from home, and/or the ability of staff to get to school so that there are safe staffing levels, then the school will need to be closed
- If the school needs to be closed before the school day begins the Kent School Closures website will be used to notify the LA of the closure this will inform the local radio station. The school will give notice to parents via text message and on the school website
- The LEA will be informed immediately
- The Chair of Governors will be informed
- The school may close early for similar reasons
- Transport operators will be contacted to return pupils home
- Families will be contacted to ensure they can accept the children home (or collect them)
- A record will be kept of how and when the pupils left the school
- If the main school is closed all satellite classes and off-site units will close too.
- If a satellite or off-site unit host establishment is closed but the main St. Nicholas school is open, the St. Nicholas pupils and staff will relocate to the main school site.
- If the host site closure takes place during the day, the St. Nicholas staff and pupils will (attempt to) relocate to the main St. Nicholas School site, unless the staff (in liaison with SLT) do not deem it safe to do so.

HEATING FAILURE

- The Headteacher will assess the Health and Safety of the pupils and staff and determine if the school needs to close
- If the school needs to close the procedure is the same as the bad weather closure

POWER FAILURE

- The Headteacher will assess the Health and Safety of the pupils and staff and determine if the school needs to close
- If the school needs to close the procedure is the same as the bad weather closure

NO WATER

- The Headteacher will determine the Health and Safety of the pupils and staff and determine if the school needs to close
- If the school needs to close the procedure is the same as bad weather closure

SCHOOL JOURNEY

- Follow the policy for off-site activities in the Health and Safety Policy
- In the event of an accident or incident
- Ensure pupils and staff are safe
- Contact emergency services as appropriate
- Notify school management who will notify LEA
- Do not discuss the accident/incident with onlookers
- Complete written account of accident/incident

EMERGENCY BOOK

The school will keep an emergency book in the office and on SIMS, which will contain contact telephone numbers and addresses for all pupils and staff.

A telephone tree will be set up in order for important information to be shared quickly with all staff.

CHILD ABUSE

Follow the school's Child Abuse Policy

MEDICAL ASSESSMENT PROCEDURES

Follow the school's Health and Safety Policy

COMMUNICATING WITH THE MEDIA

- Seek advice from the Area Education Officer – 03000418793 or 07834 841560 and the Press Office 03000416071 / 03000416282 or 07834051150 / 07738755491. Out of hours – 030004141141 / silent hours 03000419191
- Generally let DSO/Press Office deal with media
- Contact Chair of Governors
- Decide on spokesperson
- Provide appropriate facilities for media
- Speak conversationally, recognise the wider audience, provide quick and clear answers
- If you don't know an answer say so, if you cannot supply the information say so and why, and if appropriate when you would be able to

EDUCATIONAL PSYCHOLOGY SERVICE

The EPS can support in a crisis, which is seen as a situation, which is outside of the range of normal human experience, which would be markedly distressing to anyone. Once contacted via the Education Office, the service will then assess the level of support required.

FOLLOWING INCIDENTS

There will be a thorough review of the incident and actions taken. There will be briefings for the staff, parents and/or pupils as appropriate to ensure that the information has been passed on in an accurate and sensitive way and there is a clear understanding of what has occurred and the risk management process.

MONITORING AND REVIEW

This policy will be monitored on a yearly basis by the Headteacher and any other changes will be discussed and shared by staff and the Governing Body when necessary.

EQUALITY, SAFEGUARDING AND EQUAL OPPORTUNITIES STATEMENT

St Nicholas School, in all policies and procedures, will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of membership of any group, including gender, sexual orientation, family circumstances, ethnic or national origin, disability (physical or mental), religious or political beliefs.

St Nicholas School aims to:

- Provide equal opportunity for all
- To foster good relations, and create effective partnership with all sections of the community
- To take no action which discriminates unlawfully in service delivery, commissioning and employment
- To provide an environment free from fear and discrimination, where diversity, respect and dignity are valued.

All aspects of Safeguarding will be embedded into the life of the school and be adhered to and be the responsibility of all staff.

LINKS TO OTHER POLICIES

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| Safeguarding PEEPS Health and Safety Manual Handling Medicines Bereavement |
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| DANIEL LEWIS REVIEWED TERM 3 2017 |
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Appendix 1 – Suggested Contents of a Grab Bag¹

A 'Grab Bag' is any type of bag/holdall that is kept in a convenient place and can be quickly acquired by the Head teacher or other responsible person in the event of an emergency. The bag contains useful things you may need if you cannot go back into a building during an emergency situation. It is not a legal requirement, but is highly recommended. It might prevent an emergency becoming a catastrophe.

Suggested Contents might include:

- School Emergency Plan
- Charged mobile phone
- Contact details for all staff and pupils, including next of kin
- Details of staff and pupils on medication
- Copy of the asbestos register
- Check lists of things to do (eg, security, shutting off water, electricity, gas etc)
- Notes on location of stop cocks, gas valves, fuse boxes etc.
- Useful telephone numbers
- Copies of the architects plans of the school if available
- The days school attendance register (probably impractical to update daily)
- Pens
- Clipboard
- Notepad/paper
- A few sheets of thick card
- Large marker pen
- Sellotape
- First aid kit
- Torch
- Large scissors
- Gloves disposable rubber
- A few foil blankets
- High visibility vests for leader and deputies

- Whistle or loudhailer
- Camera
- Spare set of master keys

Appendix 2 – Checklist of Preparedness for a Critical Incident²

Equipment

- Whistles
- Torches
- Charged mobile phones
- Fluorescent jackets
- Stock of bottled water

Up-to-date information about:

- Pupil/student/staff emergency contact details.
- Individual pupil/student medical needs e.g. medication.
- LEA emergency contact details.
- Bus/coach lists.
- An emergency supply or support list to enlist extra help when needed (familiar supply teachers, retired staff, local colleagues, cluster collaboration).
- Pupil/student movement data (who is where, and when).

Is this information easily accessible?

- Is it in an appropriate format e.g. in a “grab bag” to take with you if evacuation is necessary?
- Should a copy be kept in another safe location e.g. at home or at a “partner” school?

A plan for communication:

- Evacuation procedures, visible and practised.
- Telephone lines – private, mobile, emergency access to neighbours. Your usual phone lines may be jammed by incoming calls
- Small room/quiet area for Police statements/counselling or interviews – somewhere to hold press briefings away from area of incident. Press briefings can then be timed to draw press presence away from school at critical times e.g. arrival and departure of pupils/students, briefing for parents/carers etc.
- Contact details for KCC Press Office who must be involved at an early stage.

Management support

- Access to qualified first aiders – preferably beyond the minimum requirement.
- Screening of entrances/exits (siting of school office can be critical).
- Closure of blinds/curtains on ground floor to protect from media interest.
- “Instant assemblies” (e.g. videos/DVDs) to release teaching staff for interview/support.
- Knowledge of resources available for helping to cope in the following days/weeks.