

St Peter's Eaton Square C of E Primary School

School Emergency Plan

Address:

Lower Belgrave Street
London
SW1W 0NL

Headteacher

Miles Ridley

Name of Person responsible for updating the plan

Head

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Introduction

This plan covers major emergencies involving actual or threatened harm to members of the schools' communities and also more routine emergencies affecting the normal running and business continuity of the schools.

General Principles

- When an incident happens decide whether it requires the special Incident Management Arrangements in this plan or whether it can be managed by staff fulfilling their normal responsibilities and referring to the procedures and contacts signposted in this plan.
- Consider whether the incident is so major that the response should be led by the Police or Local Authority rather than by school management.
- Decide who needs to be informed, how quickly and by whom.
- Keep all contact details of pupils, parents and carers, staff, governors, local authority personnel, partner agencies and service providers up to date in the normal contact lists held by the school. Use this plan to signpost those contacts lists and ensure their resilience and accessibility.
- Ensure that everyone keeps a log of their actions in responding to the incident.

Support with Emergencies and Business Continuity from Westminster City Council

The Contingency Planning Team can be contacted 24/7 during any emergency affecting the school where resources or support and advice from the Council might be needed to help manage the situation.

Call 020 7641 6000 and ask for the Duty Contingency Planning Officer.

The Emergency Planning Manager for Social Care and Housing (which includes schools and nurseries) is also available 24/7 to advise and support with emergency incidents affecting the school and can also assist with developing plans:-

Tony Andrews
Emergency Planning Manager
Westminster People Services
13th Floor West, Westminster City Hall
64 Victoria St, London, SW1E 6QP
tandrews@westminster.gov.uk
020 7641 3637
07977 931 697
07534 222 663
(all are 24/7 mobiles for emergencies)

Westminster City Council's Health and Safety advisors for schools are:-

Peter Dempsey, Health and Safety Manager 0207 641 2451
Edward Andrews, Health and Safety Officer 0207 641 2368

Westminster City Council's Communications Team

If the incident is so serious that it might attract media attention advise the City Council's Communications Duty Officer on

020 7641 4783

Contacting Staff

Location (on site and off site) of contact lists, including electronic and paper formats

Staff Contact Log in school Office or Groupcall for electronic

System for automated / group communication with staff

Groupcall

Details of Cascade arrangements / Contact Tree

HT – AHs – SAO – Site Manager - Staff

Contacting Parents and Carers

Location (on site and off site) of contact lists including electronic and paper formats

Parents Contacts in School Office or Groupcall electronically

System for automated / group communication with parents and carers

Groupcall

Cascade arrangements

N/A

Contacting Key Partners, Agencies and Contractors

Location (on site and off site) of contact lists including electronic and paper formats

LA & Diocese Contact Lists in School Office

Tony Andrews – LA Emergency Planning Manager

tandrews@westminster.gov.uk

020 7641 3637

07977 931 697

07534 222 663

Remote Telephony and IT Procedures

Instructions for accessing IT systems remotely and for managing Telephony remotely (changing voicemail messages, call diverts etc)

IT: 3BM

help@3BM.co.uk

tel 020 343 62222

Normal Operating Procedures and Emergency Operating Procedures

Location and formats of normal operating procedures (on site and off site)

Location and formats of emergency operating procedures (on site and off site). These might be for systems such as heating and water or for teaching and learning or administration processes where simplified “good enough” procedures exist for use in emergencies.

Site manuals –School Office (Site Manager)

Remote Learning Arrangements

Arrangements for remote learning if the school premises are inaccessible

Details of IT support for this.

IT: 3BM

help@3BM.co.uk

tel 020 343 62222

Loss of Premises

Details of alternative premises, school partnering arrangements etc

No arrangements at Present – consider making arrangements with local schools

Site Plan

Location of Site Plan for managing partial loss of premises, evacuation out of and into the building.

Site Plan folder located in School office

Loss of IT / Telephony

Routines for backing up data – done through 3BM

IT Support provider

IT: 3BM

help@3BM.co.uk

tel 020 343 62222

Internet Access provider - LGFL

List of the most critical IT applications to be prioritized for recovery

3BM backs up all IT applications

Arrangements if main telephony system fails

Contact via txt on

Groupcall

Power Supply

Electricity Provider EDF

Electrician Amey

Location of main switches / fuse boxes (Site Manager's register)

Maximum loading on circuits (eg; check for auxiliary heating) 80% of total circuit load

Generator Instructions N/A

Location of torches: School Office

UK Power Networks, Power Cut Map (a website showing the areas affected):-

<http://www.ukpowernetworks.co.uk/internet/en/fault-map/>

Water Supply

Water Company Thames Water

Plumber Amey

Location of stop cocks (Site Manager's register)

Supplier of bottled water Sainsburys Victoria Station

Thames Water, Water Leak Map (a website for seeing where there are leaks):-

<http://www.thameswater.co.uk/thameswaterlive/index.htm>

Heating

Equipment provider British Gas

Heating Engineer Amey

Auxiliary Heating (Supplier, Check maximum load on circuits) Fan heater 2KW

Minimum temperatures:-

Room/Area Type	Temperature
Classrooms (teaching or private study areas)	18°C
Areas where there is a lower than normal level of physical activity because of sickness or physical disability including sick rooms and isolation rooms but not other sleeping accommodation	21°C
Areas where there is a higher than normal level of physical activity (for example arising out of physical education) and washrooms, sleeping accommodation and circulation spaces.	15°C

Fire

Location of fire procedures, (evacuation procedures, fire drills, etc)

When you hear the fire bell

STOP - what you are doing

LISTEN - to your teacher

WALK - quietly out of the building

Classes evacuate through main gate.

Classes evacuating from SW playground gate, main entrance or basement line up on Grosvenor Gardens.

Classes line up on Lower Belgrave Street.

***If required to evacuate from the site, we should go to St Peter's Church.
(under the Head's instruction)***

EMERGENCY (NON-FIRE) PROCEDURES

When the handbell is rung throughout the school:

1. No-one should leave the building at all. Movements must be made internally for everyone.
2. All windows and doors must be closed immediately.

3. Await further instructions from the Head or the senior teacher deputising.

If a whistle is blown throughout the school:

- *Follow procedures 1 and 2 above*
- *Proceed quickly, quietly and orderly to the Hall. Do **NOT** go outside*
- *Air cooling systems must be switched off*
- *Tap water must **NOT** be drunk*
- *Further instructions will be given in the Hall*

Those persons in Year 4 SV classroom must remain in the room. All windows and doors should be closed. Contact the Site Manager for instructions by dialling ext. 215.

Gas Leak

Phone numbers for gas emergencies and other gas failures

Smell Gas? To report a gas or carbon monoxide emergency, or if a pipeline is struck (even if no gas leak has occurred) call the National Gas Emergency Service 24 hours a day on **0800 111 999** (calls are recorded and may be monitored).

Flood

Location of sandbags to protect low lying areas

N/A

Advice contacts in the event of flooding or risk of flooding:-

Floodline: 0345 988 1188

WCC Contingency Planning Team; 020 7641 600

Emergency Planning Manager: 020 7641 3637

Environment Agency, Flood Alerts:-

<http://apps.environment-agency.gov.uk/flood/31618.aspx>

Thames Water, Water Leak Map (a website for seeing where there are leaks):-

<http://www.thameswater.co.uk/thameswaterlive/index.htm>

Cold Weather

Department of Health Cold Weather Plan and Action Cards:-

<https://www.gov.uk/government/publications/cold-weather-plan-for-england-2014>

Heatwave

NHS Heatwave Plan for England:

<https://www.gov.uk/government/publications/heatwave-plan-for-england>

Infectious Disease

Infection control advice in relation to the particular disease in the event of an outbreak will be provided by the Health Protection Agency and Westminster City Council's Public Health Department.

Contact for Advice: Emergency Planning Manager, Tony Andrews 020 7641 3637

Infestation

Westminster City Council's Pest Control Team will advise on dealing with various types of infestation which may mean using a commercial pest control firm:

Pest Control Customer Service Line: 020 7641 1522

Loss of Equipment

Arrangements for managing without key equipment.

Contact 3 BM for computer backup

IT: 3BM

help@3BM.co.uk

tel 020 343 62222

Asset Register

Location (on site and off site) of asset register including electronic and paper formats

School Office (Site Manager)

Insurance Details

QBE Insurance Europe Ltd, Plantation Place, 30 Fenchurch Street, London EC3M 3BD

Special Incident Management Arrangements

- Decide whether or not the incident requires a special Incident Management Team
- The roles to be covered by an Incident Management Team might include:-
 - Overall coordination. There will need to be a coordinator within the school though for major incidents the local authority may also have a coordinating role. (Headteacher, Assistant Head, SAO, Site Manager)
 - Safety and welfare of pupils (HT - Lead Safeguarding, AH SENCO)

- Communication with parents and carers (Groupcall)
- Liaison with Emergency Services and other responding agencies (HT, AH, SAO)
- Security of the school site (Site Manager)
- Communication with the media. (Agree responsibility for this with the LDBS) (HT via press Office)
- Collating everyone's contribution to the incident log. (HT)
- Supporting and appreciating all responders. Immediate and ongoing debriefing and thanks to staff (HT)
- Preparation for the aftermath, recovery, ongoing support, special assemblies etc. (HT)

Emergency Box

Location and appearance of Kit (eg "White box in school office")

First Aid Kit in School Office

Person responsible for checking and maintaining contents

Mrs Shockley

People normally responsible for collecting the kit in an emergency

Classteachers

Examples of Major Incidents with Action Prompts

NB; This list is not exhaustive. See the General Checklist in Appendix 1 for more detailed prompts.

Fire in School / Centre (see Fire Evacuation Notice page 10)

- Sound Fire Alarm
- Attempt to extinguish fire if possible
- Evacuate building or buildings in line with evacuation policy – (Refer to your Risk Assessment)
- Call Fire Brigade – DO NOT STOP TO COLLECT PERSONAL BELONGINGS
- Check that building is empty, including staff, pupils in a place of relative safety.
- Collect Emergency box
- Meet the Fire Brigade and inform them of who is in the building and where, location of fire.
- Inform the Chair of Governors.

- Inform Westminster Council's Contingency Planning Team. They will identify the City Council officers who can help with the response to the incident, including the Emergency Planning Manager for Social Care and Housing who should always be informed.
- Do not re-enter the building without clearance from Fire Brigade.

Bomb Threat to School/Centre or in the Vicinity

- Decide whether or not to evacuate site in line with agreed school/centre policy
- Inform Metropolitan Police – 999 if not already directed by them.
- Inform Westminster City Council's Contingency Planning Team
- Notify re-location site if applicable
- Check with Fire Marshall whether building is empty. (Note: "Fire Safety Zones" are not appropriate to be used in case of a bomb threat).
- Collect Emergency box
- Do not re-enter the building without clearance from emergency services.
- If not evacuating – cancel any trips and keep pupils in who would normally go out to lunch.
- Contact any staff out on visits and advise not to return to site
- Prepare to evacuate if it becomes necessary later on in the incident – school/centre within police cordon)
- Inform Chair of Governors

Explosion or Major Structural Damage

- Evacuate the building /buildings as necessary – DO NOT STOP TO COLLECT PERSONAL BELONGINGS AND DO NOT USE ANY LIFTS.
- Collect Emergency box
- Inform emergency services including Electricity/Gas Board as appropriate.
- Check whether building is empty.
- Inform Westminster City Council's Contingency Planning Team
- Notify re-location site if applicable / necessary.
- Do not re-enter the building without clearance from emergency services.
- Inform Chair of Governors

Hostage Taking / Abduction

- Contact police at once on 999
- Collect and retain witnesses
- Record details
- Inform Westminster City Council's Contingency Planning Team
- Contact parents/carers/next of kin
- Inform Chair of Governors
- Contact LDBS Press Office
- Refer to material in the Emergency box

Death / Serious Accident / Illness at the School / Centre

- Contact Emergency Services as appropriate.
- Make safe (where applicable) the hazard so others are not harmed.
- Contact next of kin.
- Inform Westminster City Council's Contingency Planning Team
- Contact Chair of Governors if applicable.

- Preserve any evidence of the cause of the incident.
- If necessary, assign someone to accompany casualty to hospital.
- Complete entry in Accident book (legal requirement for staff/pupil accidents)
- Arrange counselling.
- Inform Health and Safety Executive (by phone 0845 300 9923) and complete Form F2508 within 10 days for RIDDOR reportable incidents.
- Refer to material in the Emergency box

Death / Serious Accident / Illness during a School Visit

- Contact Emergency Services as appropriate.
- Make safe (where applicable) the hazard so others are not harmed.
- Inform the Duty Officer at the School and share the following tasks with her / him. **(For every residential school journey a member of the School's Executive is appointed Duty Officer and that person's 24 hour contact details are held by the party leader together with all other relevant contact details signposted in this plan)**
- Contact next of kin.
- Inform Westminster City Council's Contingency Planning Team.
- Contact Chair of Governors if applicable.
- Preserve any evidence of the cause of the incident.
- If necessary, assign someone to accompany casualty to hospital.
- Complete entry in Accident book (legal requirement for staff/pupil accidents)
- Arrange counselling.
- Refer to material in the Emergency Kit

Appendix 1

Contents of Emergency Kit

Decide what to call your kit and keep in it and amend this list accordingly. Use this table to check the kit regularly.

Contents Checklist for Emergency Box	
Item	Replacement / Update Needed / Location
Copy of this plan and other key plans (eg fire)	Head's Office
Class lists	Registers
Contact lists for parents, staff, governors, LA, contractors, all agencies	
Site Plan	School Office
Details of decant site	St Peter's Church Eaton Square London SW1
Instructions for remote access to telephony and IT	Groupcall
First Aid Kit	Checked in constant rotation by Mr Buckle
High Visibility Vests	N/A
Paper, log sheets pens	Office
Torch and spare batteries	School Office
Paper, felt tips and tape for makeshift notices	Office
Emergency Blanket	