

School Emergency Plan

St Peter's Eaton Sq. C of E Primary

Lower Belgrave Street
London
SW1W 0NL

Headteacher: Miles Ridley

**Person responsible for updating the plan:
Miles Ridley**

Date 25 September 2017

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Managing an emergency

When an incident happens ensure immediate emergency steps are taken before implementing anything in this Plan;

- Remove children from immediate danger
- Sound an appropriate, where necessary (fire bell, claxon) alarm
- Call 999 if appropriate
- Follow immediate actions as appropriate.

Then;

- Gather initial information
- Decide what actions the emergency requires – is it a major Incident?
- If yes, use the Major Incidents Checklist in Appendix 1
- If no, and the incident can be managed by school staff in their normal roles, refer to the relevant section of this Plan.
- Decide who needs to be contacted, how quickly and by whom
- Decide on the message to be given. Be prepared for parents to come to school and decide on the appropriate action in this event.

Contacting Staff

The school office keeps staff contact lists, including electronic, groupcall and paper formats.

Cascade arrangements for contacting/informing staff of an emergency;

Head teacher

Senior Leadership Team

School Administrator (who may already know)

Premises Officer (who may already know)

Staff (on site)

Other adults on site

Chair of Governors

Staff (offsite)

Safeguarding governor

Contacting Parents and Carers

The school office keeps contact lists, including electronic, groupcall and paper formats.

Cascade arrangements for contacting/informing parents/carers of an emergency;

Main parent carer

Secondary parental contact (if previous unavailable)
Other responsible listed adult (usually a relative)

Contacting Key Partners, Agencies and Contractors

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 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:-
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
Tony Andrews – LA Emergency Planning Manager
tandrews@westminster.gov.uk
020 7641 3637
07977 931 697
07534 222 663

Diocese LDBS Primary Advisor
Helen Ridding
Helen.Ridding@london.anglican.org
020 7932 1167

Loss of Premises

- Currently the school would re-locate to St Peter's Church for the initial arrangement. The LDBS and/or Westminster would advise on subsequent days and longer term.
- No arrangements at present with local schools due to size/capacity of these.

Site Plan

Site Plan folder located in School office

Security of Premises

In the first instance the Premises Officer would ensure the building was secured if it needed to be vacated. Appropriate contractors who can rapidly repair doors, locks, broken windows, damaged fencing, would also be contacted if needed.

Tony Andrews
Emergency Planning Manager
tandrews@westminster.gov.uk
020 7641 3637
07977 931 697
07534 222 663
(all are 24/7 mobiles for emergencies)

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

Remote Telephony and IT

IT: 3BM

help@3BM.co.uk

tel 020 343 62222

Telephone: Atomwide

info:@atomwide.com

tel: 01689 8147000

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

3BM backs up all IT applications

020 7641 4235

Power Supply

Electricity Provider EDF

Electrician Amey

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/>

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 – main outside school (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>

Gas Supply

Gas provider British Gas
Automatic cut off with fire alarm
Manual in basement sluice room

Heating

Heating Engineer Beaver Gas & Plumbing
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

Catering

School catering is organized in house. Alternative arrangements would only be sought where the kitchen was out of service or the school was relocated for several days.

Service contracts for kitchen equipment are kept in the school office.

Cleaning

Busy Bees

Evacuation and Lockdown Procedures

Fire

Children, 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 playground gates and line up on Lower Belgrave Street or if evacuating from SW playground gate, main entrance or basement line up on Grosvenor Gardens.

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

EMERGENCY (NON-FIRE) PROCEDURES POSTER

On hearing the CLOSE telephone message or the siren adults will;

If your class is in the classroom

1. Lock the doors.
2. Close windows.
3. Move the children away from the windows.
4. Maintain a calm atmosphere. (Read to the children)
5. Await further instructions by phone.

If your class is in the playground

1. Move swiftly and silently into the nearest lockable classroom.
2. As above.

If your class is in either school hall

1. Lock the doors.
2. Close windows.
3. Move the children away from the windows.
4. Maintain a calm atmosphere.
5. Await further instructions.

If you are not with children (office, support, kitchen staff, PPA)

1. Move to a safe room if necessary.
2. Lock the doors.
3. Close windows.
4. Move away from the windows.
5. Await further instructions by phone/other.

Lockdown Procedures

Rationale

As part of our Health and Safety policies and procedures the school has a Lock Down procedure.

On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard within the school or just outside the school in the near vicinity.

A lockdown is implemented when there are serious security risks for the premises due to, for example, terrorist incidents, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

Notification of Lockdown

Staff understand that lock down procedures are to take place immediately on hearing the claxon throughout the school. A claxon is held in the school office and the Head's office.

Procedures:

Follow the **CLOSE** procedure:

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware you may be in lock down for some time

1. The above signal will activate a process of children being ushered into the school building as quickly as possible and the locking of the school's classrooms, offices, connecting doors and all outside doors, where it is possible, to remain safe.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode.
3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged.
6. If practicable staff should notify the reception by phone that they have entered lock down and identify those children not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

7. Staff to support children in keeping calm and quiet.
8. Staff to remain in lock down positions until informed by key staff e.g. Senior Management Team, Chair of Governors or Office Staff in person that there is an all clear.
9. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

Staff Roles:

1. School administrator to ensure that her office is locked and police called if necessary.
2. Premises officer locks the school's entrances and exits, including those in the playground and on the walkway.
3. Individual teachers/ TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors.

Communication with parents

If necessary parents will be notified as soon as it is practical to do so via the school's established communication network – groupcall text

Parents will be told:

'The school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out. We will keep you informed as soon as possible.'

- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- Pupils will not be released to parents during a lock down.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lock down drills

Lock down practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Review

These procedures will be reviewed annually as a part of the School's Health and Safety procedures.

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

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

Floodline:	0345 988 1188
WCC Contingency Planning Team;	020 7641 6000
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>

Health Protection Issues:- (Infectious Diseases, Chemical Incidents, Contamination)

Advice on an outbreak of infectious disease or other health risks will be provided to schools by the North West London Health Protection Team, which is part of Public Health England.

If you need advice on an individual issue of contamination or infection contact the Health Protection Team:-

In hours: 020 3326 1658
Out of hours: 01895 238 282
(this takes you to Hillingdon Hospital switchboard; ask for North West London Health Protection Team)
Email: nwlhpt.oncall@phe.gov.uk

Advice is also available from Dr Ike Anya, Consultant in Public Health Medicine and lead for health protection in the Three-boroughs' Shared Services Public Health Team.

In hours: 020 7641 4668
Email: ianya@westminster.gov.uk

Guidance on Infection Control for Schools from Public Health England is on this link:-

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/35395/3/Guidance_on_infection_control_in_schools_11_Sept.pdf

If you have difficulty accessing advice the Emergency Planning Manager, Tony Andrews, may be able to help.

24/7 phones: 020 7641 3637 or 07977 931 697 or 07534 222 663
Email: tandrews@westminster.gov.uk

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

Emergency Kit / Grab Bag

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

See Appendix 2 for a checklist of contents.

Examples of Major Incidents with Action Prompts

Fire in School (see Fire Evacuation Notice page 10)

- Sound Fire Alarm
- Attempt to extinguish fire if possible
- Evacuate building or buildings in line with evacuation policy
- Collect Emergency box
- Call Fire Brigade if not automatically informed by alarm – **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**
- Check that building is empty, including staff, pupils in a place of relative safety.
- 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 or in the vicinity

- Decide whether or not to evacuate site
- 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

- 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 Head as Duty Officer at the School and share the following tasks with her / him.

(For every residential school journey a member of the School's SLT 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

Appendices

Appendix 1 Major Incident Checklists

The following checklists cover the most likely actions. They cannot be exhaustive so always consider whether there is anything not mentioned that needs to be done. They may not exactly match the roles you give to people so they will need to be used flexibly. The Head or Incident Manager should go through all checklists as soon as it is practical and decide how to allocate the tasks.

Checklist 1: A general checklist for the Head or Incident Manager

Checklist 2: Additional checks for incidents involving violent intrusion.

Checklist 3: Additional checks for incidents involving death or serious injury.

Checklist 4: Additional checks for incidents on school trips.

The following checklists go into more detail on the different aspects of incident management.

Checklist 5 Additional checks for people responsible for pupil safety and welfare

Checklist 6 Additional checks for people responsible for site security

Checklist 7 Additional checks for people responsible for communicating with parents, other partners and the media

Checklist 8 Additional checks for people responsible for administration and IT

Checklist 9 Additional checks for people responsible for business continuity and recovery.

<p align="center">Checklist 1 General considerations for</p> <p align="center">Head / Incident Manager</p> <p align="center">See Separate Checklists for Bomb Threats / Violent Intrusion / Deaths or Injuries</p>	<p align="center">Yes (Needed) & Person Responsible</p> <p align="center">or</p> <p align="center">No (Not Needed)</p>
<p>Have immediate emergency actions been taken? Alarm, Call 999, remove people from immediate danger, evacuate, find missing children, secure premises, remove hazard, arrange to go to decant site, collect Emergency Kit.</p>	
<p>Do you need to go to your decant site?</p>	
<p>Do you need more information about the incident? Impact on children, staff, premises, security, equipment, IT/Telephony, utilities, reputation, the wider neighbourhood, etc. Scale / Severity / Likely duration See Checklist for incidents involving deaths or injuries</p>	
<p>Who needs to be informed? You may need to complete the rest of the checklist before deciding all the details of this:- Emergency Services, Management Team, Staff, Chair of Governors, Pupils, Parents, Emergency Planning Manager (Tony Andrews), Local Authority, Relevant contractors, Neighbours, Other partners, Anyone else? Decide the appropriate message for each group.</p>	
<p>Do you need to form an Incident Management Team? (See the checklist for each area of activity) Possible roles:- (They may not each need a separate person). Overall manager of the incident, and deputy? Site Security, Liaison with Emergency Services, Welfare, Communicating with parents, Maintenance of educational activities, Communicating with the media, Collating the Log, Recovery, Other Roles?</p>	
<p>Should the incident management be led by the Local Authority rather than by the School? (eg several schools affected, wider community involvement) This may take a while to decide. Don't delay taking important actions.</p>	
<p>Who else needs to help? Local Authority? Duty Contingency Planning Officer (020 7641 6000), or Emergency Planning Manager (Tony Andrews) Utility Companies? Health Protection Agency (see "Health Protection Issues")</p>	
<p>Will parents come to the school? Prepare to receive, contain, inform them.</p>	
<p>Does the school need to close? Complete or partial closure? To remain closed the following day?</p>	
<p>Do you need to make special arrangements to</p>	

maintain teaching and learning?	
<p>Checklist 2 Violent Intrusion</p> <p>Use this together with Appendix 6</p>	Use this checklist quickly and intuitively. You may not have time to complete it thoroughly.
Location of intruder	
Number of intruders	
Weapons? What type?	
Where are they able / likely to go within the school?	
Are they looking for particular people?	
Can you secure those areas?	
Where are the safe places to hide?	
<p>How can you alert staff? Lockdown alarm sound, send staff around the school, message on smartboards, phones, computers, etc?</p>	
<p>What will you tell staff to do? Can some classes be moved to safety? Where? Should some classes hide in their classrooms? Can teachers lock / barricade their classroom doors? Can they cover windows? Stay silent, turn phones to silent What should be done with pupils separated from their class?</p>	
<p>Is anyone hurt? Can you help them or call 999 safely?</p>	
<p>Call the Police You may have needed to do the above first and the police may need the above information.</p>	
<p>Consider what and when to tell parents Decide this with the police</p>	
Talk to the Police about the security implications of parents coming to the school.	
Does the incident warrant any of the support actions in the Pupil Safety and Welfare checklist?	

<p>Checklist 3 Incidents involving death or serious injury</p>	<p>Yes (Needed) & Person Responsible or No (Not Needed)</p>
Call 999	
Assist the injured person if it is safe to do so	
Remove other people from the hazard	
Contain or remove the hazard.	
<p>Notify the parent or next of kin In the event of a death try to do this face to face. You might ask the police to help with this</p>	
Notify the Chair of Governors, the Local Authority and the Press Office	
Read the other checklists for relevant actions	
Record the incident in the Accident Book	
Consider the actions in the Pupil Safety and	

Welfare Checklist	
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Checklist 4 Incidents on School Trips	Yes (Needed) & Person Responsible or No (Not Needed)
Before the trip check that you have what you need from this list.	
Ensure there is a nominated senior manager at the school who can be contacted 24/7 during the trip	
When an incident happens:-	
Call 999 if necessary	
Account for all pupils and staff	
Remove pupils and staff from any hazards	
Assist any injured people if it is safe to do so	
Contact the nominated senior management person	
Agree and share tasks, including contacting parents	
See the other checklists in the emergency kit	

Checklist 5 Pupil Safety and Welfare	Yes (Needed) & Person Responsible
--	--

Keep a log of the incident	
Should the trip end? Arrange transport back to school	

Apply similar checks for staff welfare	or No (Not Needed)
Follow the immediate actions in the other checklists to ensure the safety of pupils and staff	
Do you need to arrange quiet, secure break out spaces for pupils and staff?	
Frequent updates on the incident are vital even if there is no new information. Lack of information or communication is very stressful	
Immediate “de-brief” for everyone Try to arrange for everyone, pupils, staff and any parents or partners present, to be spoken to, however briefly, before they go home to check they are alright, identify needs for follow-up, explain what has happened, tell them what to do next day. Identify something for which they can be praised / or thanked.	
Counseling Formal “counseling” in the immediate aftermath of an incident is not helpful but feel free to use the word to avoid unnecessary discussion. Basic emotional and practical support and information is what is needed. You can consult Educational Psychologists or Tony Andrews but give staff the confidence to provide this support to children, parents and each other.	
Consider special activities to mark the incident Assemblies, Memorial Services, Anniversary events, letters of sympathy, home visits to people affected	

Checklist 6 Site Security	Yes (Needed) & Person Responsible or No (Not Needed)
Advise Head on secure places and safe routes for moving pupils the event of a Lockdown incident or an Evacuation.	
Arrange access for Emergency Services	
Decide with Head who will liaise with the Emergency Services	
Check security of entrances and perimeter.	
Check for Hazards Unsafe structures, gas, chemicals, water, electricity,	
Check that nobody is left behind in an evacuation	
Consider actions to preserve essential equipment after people are safe.	
Contact Utilities and Contractors and arrange access	
If the Media has been invited onto School Premises identify a separate reception area for them Try to avoid random and disruptive contact between the media and pupils, staff and parents	

Checklist 7 Communication (with Parents, Press, Partners etc)	Yes (Needed) & Person Responsible
---	--

	or No (Not Needed)
With Staff Arrange very frequent messages to staff particularly if they are managing groups of children. Establish a method to suit the incident (“runners”, phones, tannoy, smartboards, briefing meetings etc)	
With Emergency Services Do they need a liaison officer from the school or a marshaling area within school premises? Ask them for regular updates. Ask to attend their meetings.	
With Pupils Via teachers? Assemblies? You may get demands for “counseling” (See Pupil Safety and Welfare Checklist)	
With Governors Can this be via one governor, ideally the chair?	
With Parents Decide message, should they come to school? Arrange to manage large numbers of anxious enquiries (separate phone line, incident updates on your answerphone message, etc)	
With the Local Authority Children’s Services Directorate for major incidents, school closure, serious injury or death. Contingency Planning Team and Tony Andrews for any incident. Press Office if there is possible media interest Health and Safety / Environmental Health?	
The Media Decide who will be the media spokesperson:- Head, Governor, Local Authority, Diocesan Board. Remind staff not to comment to the media	
Social Network Sites Ask staff, parents and pupils not to post material on these websites.	

Checklist 8 Administration	Yes (Needed) & Person Responsible or No (Not Needed)
School Records, Contact Lists, Incident Log, IT, Telephony, Finance	
Sound the appropriate alarm (Evacuation or Lockdown?) On your own initiative or as directed by the Head	
Contact Emergency Services On your own initiative or as directed by the Head	
Contact other services, contractors, partners On your own initiative or as directed by the Head	
Collect Emergency Kit Check it contains current contact lists, class lists, this plan, particularly the checklists.	
Communicate with parents and arrange to deal with large numbers of phone calls As directed by the Management Team	
Maintain a log of the incident and prompt staff to	

record their actions Note the time, people involved, follow up needed for every action and event. Note the reasons for decisions. Include financial transactions.	
Record the details of people affected Names of people injured, missing, displaced, exposed to traumatic experiences or sights or who have lost property. Keep a list of lost property and equipment	
Prompt and assist staff to record any injuries in the Accident Book Use a temporary record necessary.	
Help staff to access IT and telephony remotely	
Inform Insurance Company	

Checklist 9 Business Continuity and Recovery	Yes (Needed) & Person Responsible or No (Not Needed)
Assess loss / unavailability of vital assets Premises, Staff, Records, IT, Telephony	
Alternative Premises Decant sites, longer term solutions, (consult Local Authority)	
Remote Learning	
Consider how to group pupils to suit multiple alternative sites	
Utilities, Services, etc See relevant sections in the emergency plan	
Back-up data	
See other checklists for relevant activities	

Appendix 2: Contents of Emergency Kit

Contents Checklist for Emergency Kit		
Item	Replacement / Update Needed	Date Checked
This Contents List		
Copy of the School Emergency Plan and other key plans (eg fire)		
The Major Incident Checklist and any Action Cards if you have them		
Class lists		
Contact lists for parents, staff, governors, LA, contractors, all agencies		
Site Plan		
Details of decant site		
Instructions for remote access to telephony and IT		
First Aid Kit		
High Visibility Vests		
Whistle (or ideally an alternative as the Fire Brigade uses whistles)		
Notepads, pens, clipboards		
Paper, felt tips and tape / Bluetac for makeshift notices		
Torch and spare batteries		
Loud hailer		
Foil "space blankets"		
Asset Register		
Portable Radio + batteries (for News)		
Laptop with wireless connection and charger		

Appendix 3 Dealing with Bomb Threats

(taken from guidance from the Centre for the Protection of National Infrastructure)

Most bomb threats are made over the phone. The overwhelming majority are hoaxes by malicious jokers, although terrorists do make hoax calls with the intent of causing alarm and disruption. Any hoax is a crime and must be reported to the police.

Calls may be of two kinds:

- Hoax threats designed to disrupt, test reactions or divert attention
- Threats warning of a genuine device – These may be attempts to avoid casualties or to allow terrorists to blame others if there are casualties. Genuine threats can provide inaccurate information about where and when a device might explode.

Guidance

Ensure that staff who might conceivably receive a bomb threat are trained in handling procedures or have ready access to instructions. Bear in mind that receiving such a threat may be the closest that many people ever come to acts of terrorism so it helps for them to be prepared in advance.

Draw up a clear list of actions to follow upon receipt of a call. Even though staff may be unable to assess a threat's accuracy or origin, their impressions of the caller could be important.

See the following notes and bomb threat checklist on the next page.

- Stay calm and listen.
- Obtain as much information as possible – try to get the caller to be precise about the location and timing of the alleged bomb and whom they represent. If possible, keep the caller talking.
- If your phone has a recording facility practice switching it on quickly and discretely.
- When the caller rings off, dial 1471 to see if that reveals their number, or check your automatic number display if you have it.
- Immediately report the incident to the nearest member of the management team to decide on the best course of action and notify the police. If you cannot get hold of anyone, and even if you think the call is a hoax, inform the police directly. Give your impressions of the caller and an exact account of what was said.
- If you have not been able to record the call, make notes on the following checklist. Do not leave your post until the police arrive, unless you are ordered to evacuate.

Appendix 4 Bomb Threat Checklist

Actions to be taken on receipt of a bomb threat:

- Record the call if possible
- Tell the caller which town / district you are answering from
- Record the exact wording of the threat:

Ask the following questions:

- where is the bomb right now?
- when is it going to explode?
- what does it look like?
- what kind of bomb is it?
- what will cause it to explode?
- did you place the bomb?
- why?
- what is your name?
- what is your address?
- what is your telephone number?

After the call:-

Record time call completed:

Try 1471 just in case it reveals the caller's number.....

Inform the nearest management team member.....

Note their name

Contact the police on 999.

Time

informed.....

.....

BOMB THREAT CHECKLIST ctd

The following part should be completed after the caller has hung up and the Police and management Team have been informed.

Time and date of call:
Length of call:
Number at which call was received (your extension number):.....

MORE DETAILS ABOUT THE CALLER

Sex of caller:
Nationality

Clear?
Voice?
Static?
PA system?
Booth?
Music?
Factory machinery?
Office machinery?
Other? (specify)

The Caller's Voice:-

Language
Accent
Well spoken?
Clearing throat?
Nasal?
Slurred?
Stutter?
Disguised?
Slow?
Rapid?
Lisp?
Deep?
Hoarse?
Laughter?
Familiar? Who did it sound like?
Excited?
Angry?
Irrational?
Offensive?
Incoherent?
Calm?
Crying?

Anything Else?

Did it sound like:-
A taped message?
It was read from a script?

Background Sounds

Street noises?
House noises?
Animal noises?
Crockery?
Motor?

Appendix 5 Guidance for Lockdown Plans

Use these guidance notes to adapt the template in Appendix 6 into a plan / procedure for your school.

A lockdown happens when it is necessary to take refuge in secure places within the school. Evacuation in those circumstances might put pupils in danger so different procedures and different sounding alarms are needed. Possible lockdown situations might include:-

- Civil disturbance outside the school
- Fire with toxic smoke nearby
- Risk of nearby gas explosion
- Local surface water flooding
- Risk of nearby building collapse
- Violent, possibly armed, intruder

In the first four situations above you will usually be advised of the risk by a member of the emergency services, gas board etc and they will be able to explain the lockdown requirements. These might range from securing the school perimeter and carrying on as normal, to moving children away from certain parts of the school premises. The risks may or may not warrant closing the school. In some situations the risks might make normal end of school departure arrangements unsafe and it may be necessary to keep children in the school into the evening and, in extreme circumstances, overnight.

In these situations there will usually be plenty of time to give the message verbally and discreetly to all staff, allowing them to move the children calmly if necessary. However, you may choose to assess your surroundings to predict the most likely risks and make provisional plans for relocating children within the school in a way that allows you to maintain teaching and learning as well as possible.

Situations involving aggressive, violent, possibly armed intruders are much more complex as the alert to staff has to be communicated immediately in a way that does not panic the children and is readily distinguishable from an evacuation alarm. (Following routine fire evacuation procedures would almost certainly put large numbers of children into the path of the intruder.)

The identification of safe spaces has to be done dynamically, depending on the actual point of entry and movement of the intruder.

Different schools will have different opportunities and challenges for managing a safe lockdown depending on the physical structure and layout of their premises. It is highly unlikely that any school will be able to determine all options in advance and it will always be necessary for all staff involved to make on the spot decisions. The purpose of this guidance is to give schools managers and staff a better basis on which to make those judgments.

The most likely risk is of an intrusion by an aggressive / disturbed parent, ex-pupil or passer-by and all schools will have managed situations of this sort. The risk of your school suffering a firearms attack is very low. At the time of writing (April 2016) there is no intelligence of a terrorist attack on schools so the risk of that is extremely low.

The following Police guidance for a terrorist attack is included here as it easier for schools to scale it down to prepare for the more predictable low-level incidents than to scale up the more “routine” procedures.

STAY SAFE: Firearm and weapon attacks

Attacks involving firearms and weapons are still infrequent but it is important to be prepared to cope with such an incident. The important advice below will help you plan. In the event of an attack take these four actions:

STAY SAFE

- **Under immediate GUN FIRE** – Take cover initially, but leave the area as soon as possible if safe to do so
- **Nearby GUN FIRE** - Leave the area immediately, if possible and it is safe to do so.
- Leave your belongings behind.
- Do not congregate at evacuation points.

COVER FROM GUN FIRE	COVER FROM VIEW
Substantial brickwork or concrete	Internal partition walls
Engine blocks of motor vehicles	Car doors
Base of large live trees	Wooden fences
Earth banks/hills/mounds	Curtains

REMEMBER - out of sight does not necessarily mean out of danger, especially if you are not in 'cover from gun fire.'

IF YOU CAN'T ESCAPE - consider locking yourself and others in a room or cupboard. Barricade the door then stay away from it. If possible choose a room where escape or further movement is possible. Silence any sources of noise, such as mobile phones, that may give away your presence.

See

The more information that you can pass to police the better, but NEVER risk your own safety or that of others to gain it.

Consider using CCTV and other remote methods where possible to reduce the risk. If it is safe to do so, think about the following:

- Is it a firearms / weapons incident?
- What else are they carrying?
- Moving in any particular direction?
- Are they communicating with others?
- Number and description of gunmen.
- Type of firearm - long-barrelled or handgun.
- Number of casualties / people in the area.
- Exact location of the incident.

Tell

- **POLICE** - contact them immediately by dialling 999 or via your control room, giving them the information shown under '**See**'.
- Use all the **channels of communication** available to you to inform staff, visitors, neighbouring premises, etc of the danger.

Act

- Secure your immediate environment and other vulnerable areas.
 - Keep people out of public areas, such as corridors and foyers.
-

Appendix 7 Useful Emergency Planning Websites

General Emergency Planning Websites

DfE Website on General Schools Emergency Planning

<https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings>

Met Office 5 Day Weather Forecast

<http://www.metoffice.gov.uk/public/weather/forecast/gcpvj0v07?tab=fiveDay>

General Advice for Schools Educational Visits:-

<http://oeapng.info>

(Click “Browse Documents” and see FAQ 6k for educational trips and the threat from terrorism)

FCO Website for Foreign Travel Advice:-

www.fco.gov.uk

CCTV Systems

<http://www.cpni.gov.uk/advice/Physical-security/CCTV/>

Counter Terrorist Planning Websites

Current UK Threat Level:-

<https://www.gov.uk/terrorism-national-emergency/terrorism-threat-levels>

National Counter-Terrorism Security Office (NaCTSO):-

For information on:-

Working with Counter Terrorism Security Advisors (CTSA)

Workshops and training provided by NaCTSO

Project Argus is a suite of workshops to inform senior management in preparing for serious events such as a terrorist attack.

Project Griffin is training for organisations and communities to encourage and enable them to work in partnership with the police to deter, detect and counter terrorist activity and crime.

Project Revise:- (Protection against the misuse of hazardous materials) aims to highlight the potential misuse of hazardous materials to those who legitimately and routinely use them, in particular the academic community.

<http://tinyurl.com/o5qjkvs>

Guidance on Dealing with Bomb Threats

(Centre for the Protection of National Infrastructure)

General Guidance

Bomb Threat Checklist

Searching Premises

Mail Handling

Evacuation Planning

<http://www.cpni.gov.uk/security-planning/business-continuity-plan/bomb-threats/>

Stay Safe Guidance for firearms and weapons attacks:-

'Stay Safe' principles: 'Run, Hide, Tell'

Vehicle Based Threats

Cyber Threat

<https://www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat>

Stay Safe Film

<https://www.gov.uk/government/publications/stay-safe-film>

Dynamic lockdown guidance

<https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures>

Security Guidance for Higher and Further Education

(Partly relevant for Primary and Secondary Schools)

National Counter Terrorism Security Office; NaCTSO

<https://www.gov.uk/government/publications/counter-terrorism-protective-security-advice-for-higher-and-further-education>

Appendix 10 Distribution of the Emergency Plan and Data Protection

The following people should be given copies of the plan whenever it is updated:-
Amend to suit your school:-

Headteacher

SLT

1 School Administrator

2

3

4

Premises Manager

Chair of Governors

Chair of Finance and Premises Committee

Emergency Kit

Data Protection

If no personal contact details are contained within this plan you may decide that it is, in principle, a public document. If you do record personal or confidential contact details in any section then you should ensure that all plan holders keep those sections securely and confidentially.

Appendix 11 Notes on using the Emergency Plan Template

The template should be adapted to suite the local requirements of individual schools. It is not a compulsory format for your emergency plan. You can just use it as a checklist of contents if you wish.

- The text in black should be kept in the plan unless you have reason to amend or omit any of it. Delete any sections that do not apply to your school, otherwise your plan will look incomplete. The text in red is either content that you will definitely need to adapt for your school or guidance on completing the plan.
- Delete the guidance notes in red as you complete the plan so that it is as brief as possible for easier use during an emergency.
- See the note below the Contents page on how to update the list of contents.
- Use as few words as possible to complete each section
- Where you have separate plans for certain elements (eg Fire, Evacuation, other Health and Safety Guidance, etc) this plan should be used as a signpost to those documents or resources rather than duplicating the material.
- Generally, it is not helpful to duplicate the schools contact lists in this plan. That just makes updating contact details more difficult and increases the chances of wrong numbers being in the plan. Instead, use this plan to identify the key people and contractors for each type of incident and signpost to the various contact lists where their details are kept. If you choose to include certain key contact details remember to update this plan as well as your normal contacts lists whenever there is a change.
- This template will satisfy the audit requirements of Section 23 of the Schools Financial Value Standard (SFVS). The requirements of the SFVS Audit can be found on the following link (you need to click "Next" to go to the last item on the list):-
<http://www.education.gov.uk/schools/adminandfinance/financialmanagement/Schools%20Financial%20Value%20Standard/b00192115/sfvs-notes-and-resources/sections-c-and-d>
- Contact me in work hours if you want to consult on Business Continuity or any other aspect of Emergency Planning or to request any additional planning material.
- **You can contact me at any time (24/7) to consult on an actual emergency so please get key staff members to keep my numbers in their phones.**

Tony Andrews, Emergency Planning Manager
Westminster People Services
13th Floor West, Westminster City Hall
64 Victoria St, London, SW1E 6QP
(The phone numbers for me below are 24/7 mobiles for emergencies)