

***Parkinson Lane Community
Primary School
Emergency Plan***



Learning to Succeed

2020-21

Parkinson Lane Community Primary School Emergency Plan

Version Number: 2

Date of issue: June 2015

Date of review: June 2018

**Person responsible for
reviewing: Mr G Ahmed**

Copies of this plan are held:

- **Network: T drive/Policies/Community and Premises/Emergency Plan**
- **Fireproof safe in school office**
- **Headteachers Office**

IF YOU ARE DEALING WITH AN EMERGENCY RIGHT NOW GO STRAIGHT TO PAGE 4 FOR SCHOOL EMERGENCIES OR PAGE 8 FOR EMERGENCIES ON EDUCATIONAL VISITS

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All staff should be made aware of this document as part of their induction and ongoing training. This document will be raised at staff briefing sessions at least once a year. Members of staff should contact their line manager, class teacher, senior management or headteacher for any further clarification of this document.

Section 1: **INTRODUCTION**

This plan relates to:

- a) an event which threatens the safety of pupils and/or staff, the school premises, or a crisis which might affect the public reputation of the school,
and
- b) where the headteacher considers that the school will benefit from receiving additional (external) support
or,
- c) where the community in which the school is based is affected by an emergency.

The plan provides generic guides to actions that should be considered by the headteacher, his/her nominated deputy, and the school emergency management team (SEMT) in case of an emergency in school or the local community, or on an educational visit. It also provides supporting information.

Written records will be kept and any expenditure relating to an emergency will be accounted for.

The plan covers procedures for an incident occurring in school time and out of school hours, weekends and during school holidays.

Section 2:

Emergencies in Schools – Activation

Information about an incident may come from a staff member, pupil, parent, the emergency services or the local authority.

Whoever receives the alert should ask for, and record, as much information as possible:

Name of the person informing of the incident	
Date & Time of the incident occurring	
Details of the incident: (including actual words used by informant)	
Who else has been informed?	
Exact location of the incident	
Casualties	
Any action taken so far	
Name of contact at the scene	

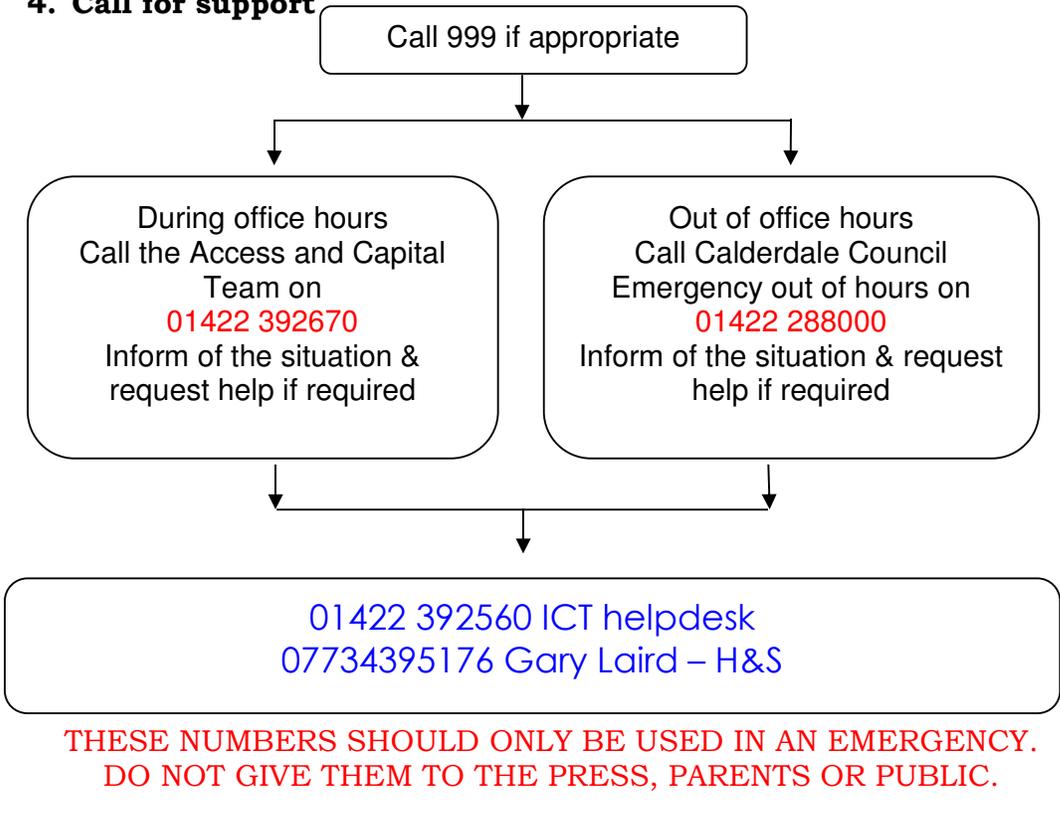
If appropriate, they should call 999 for the police, fire or ambulance, giving the information above. If in doubt, call 999.

Then immediately inform Gugsy Ahmed and/or Rizwana Ahmed.

If neither is able to respond (they may be involved in the incident) the senior person present must follow the instructions 1-4 on the checklist of initial action by headteacher or nominee.

See next page for checklist of initial action by headteacher or nominee.

CHECKLIST OF INITIAL ACTION BY HEADTEACHER OR NOMINEE

	✓
1. Assess situation	
2. Take immediate action to safeguard pupils and staff where necessary	
3. Log all communications and actions	
<p>4. Call for support</p> <div style="text-align: center;"> <p>Call 999 if appropriate</p>  <pre> graph TD A[Call 999 if appropriate] --> B[During office hours Call the Access and Capital Team on 01422 392670 Inform of the situation & request help if required] A --> C[Out of office hours Call Calderdale Council Emergency out of hours on 01422 288000 Inform of the situation & request help if required] B --> D[01422 392560 ICT helpdesk 07734395176 Gary Laird - H&S] C --> D </pre> </div> <p style="text-align: center; color: red;">THESE NUMBERS SHOULD ONLY BE USED IN AN EMERGENCY. DO NOT GIVE THEM TO THE PRESS, PARENTS OR PUBLIC.</p>	
5. Assemble a school emergency management team from pre-identified staff (see Section 5) and relieve them of their normal duties.	
6. Refer to the list of emergency contact numbers in Appendix 3 for additional support if required.	
7. Where possible, avoid closing the school and try to maintain normal routines.	

Having activated this emergency plan, go on to the next stage - implementation.

Section 3:

Multi Agency Roles and Responsibilities

The following agencies can provide support and assistance:

School

School Emergency Management Team (SEMT)

- Coordinate the school's response to an emergency
- Fulfil specific roles as outline in Section 3 and 5

Teaching & non teaching staff

- Follow procedures for evacuation, shelter or lockdown outlined in Appendix 5 when necessary to secure the safety of pupils as far as possible
- Provide pupils with information and reassurance
- Assist SEMT in carrying out tasks relating to emergency response as far as they are able

School governors

- Support the school during the emergency and during the recovery from an emergency

Calderdale Council

Children and Young People's Services

- Coordination of assistance throughout the local authority
- Administrative support
- Welfare services/emotional support
- Additional accommodation
- Health and safety advice

Emergency Planning Team

- Operational support
- Planning support
- Communications support (including extra phones, fax lines, radio communication and activation of emergency helpline)
- Structured debriefing
- Activation of specific emergency plans if required

Corporate Communications (Press Office)

- Press officers
- Advice and assistance with media management

Legal Services

- Legal advice

Occupational Health

- Advice and support on health issues
- Counselling service for staff

Police

- Overall control of the emergency response (depending on emergency)

- Media relations
- Contact with bereaved families
- Criminal investigation

Fire and Rescue Service

- Fire fighting
- Life saving and rescue
- Chemical spillage clean-up
- Advice and guidance on re-occupation (of the evacuated building)

Ambulance Service

- Emergency medical response
- Transportation of casualties to hospitals
- Access to other health services

Trade Unions

- Information resource & support services for members

Section 4:

EMERGENCIES IN SCHOOLS - IMPLEMENTATION

Responsibility of headteacher or nominee coordinating SEMT

Immediate Response	✓
Ensure that accurate, factual information is available for those arriving at the scene. Appropriate person should wear hi-vis vest so that emergency services know who to speak to.	
Liaise with the police, fire, ambulance services, the local authority, and other agencies who may become involved. Act as the schools' main contact to coordinate response and give your contact details. (Not the schools' main line)	
Inform the chair of governors.	
Inform all staff, and parents of injured pupils. Decide how to inform other parents.	
Ensure all staff maintains a log of actions and decisions.	
Allocate tasks below among SEMT as appropriate.	
Ongoing Response	
Provide regular briefings for staff, and continue to liaise with the emergency services and local authority.	
Try to maintain normal routines as far as possible.	

Action list for SEMT

Welfare - Immediate	✓
Take actions to secure the immediate safety of pupils and staff – this may include evacuation or keeping pupils and staff inside the building (sheltering).	
Establish the whereabouts of all pupils, staff, and visitors using timetables, registers and the visitor's book, and make a list of those unaccounted for.	
Welfare - Ongoing	
Establish a staff rota and ensure that staff take regular rest periods	
Identify those pupils and/or staff who are badly affected, and who need extra support.	
Make arrangements for reuniting pupils with their parents.	
Take account of religious and cultural factors, and consider contact with leaders of local faith communities. In particular, some faiths may wish to hold funerals within 24 hours of death, so swift and sensitive enquiries must be made to ascertain whether it would be appropriate for representatives of the school, including pupils, to attend.	
Communications - Immediate	
Consider emergency communications needs. Dedicate lines for incoming and outgoing calls and arrange extra support for reception. If necessary, seek support from the local authority, who may be able to set up a public helpline for enquiries from the public in the event of a major injury. Line to be used for incoming calls only (school number) Line to be used for outgoing calls only (school number)	
Communications - Ongoing	
Inform pupils, in groups as small as practicable, considering the best way	

to impart tragic news (advice is available from the educational psychology service).	
Inform parents of children not directly involved in the incident, as decided by the headteacher or nominee. Use any existing arrangements, such as a telephone tree, for contacting parents quickly and efficiently.	
Receive visitors to the school, ensuring they sign in and out and are issued with identification badges.	
Media Management - Immediate	
Avoid responding to media enquiries and direct them to the local authority corporate communications team (see Appendix 3: Emergency Contacts List)	
Ensure that any media access to the site, staff and pupils is controlled. In a major emergency, the police can deal with the press and prevent intrusion onto the site. Be aware of the potential problems caused by the spread of misinformation through pupil and/or staff use of mobile phones.	
Media Management - Ongoing	
Liaise with the local authority Corporate Communications Team to prepare a press statement, to be agreed by the headteacher and Group Director of Children and Young People's Services and to decide the ongoing strategy for dealing with the press.	
Be prepared to be interviewed by the press if necessary.	
Resources - Immediate	
Ensure access to site for emergency services	
Open/close parts of school as required, and turn off water, gas and electricity supplies if necessary	
Ensure the security of the school premises	
Resources - Ongoing	
Establish a safe and secure base for the SEMT	
Arrange a place to receive parents of children involved	

Structure of the School Emergency Management Team

Roles can be combined, however leave, sickness etc must be taken into account to ensure availability at all times.

Role	Name	Alternate Deputy Name
Incident Manager (Normally Headteacher)	Gugsy Ahmed	Rizwana Ahmed
Deputy Incident Manager	Rizwana Ahmed	Charlotte Bartkiw
Parent Liaison Officer Communications	Paramjit Khangura	Akhtar Hussain
Administration Manager Resources	Charlotte Bartkiw	Andrea Nieuwstad
Media Liaison Officer Media Management	Gugsy Ahmed	Rizwana Ahmed
Teachers Liaison Officer Communications	Gemma Kenworthy	Tariq Mahmood
Facility/Premise Manager Resources	Gareth Yarker	Liam Moran
School Liaison Officer Welfare	Gemma Kenworthy	Emma Moran
Others as required		

Section 5:

Emergency Contacts List

THIS SHOULD BE UPDATED IN RESPONSE TO CHANGES AND REVIEWED ANNUALLY

School staff identified for incident response

Keyholder ✓	Name	Status	Home telephone	Mobile phone
√	Gugsy Ahmed	Headteacher	01484 427282	07919527006
√	Rizwana Ahmed	Deputy Headteacher		07976070220
√	Gareth Yarker	Premises Manager		07483962193
	Antony Hollingsworth	Chair of Governors		07746799871
	Paramjit Khangura	KS2 Leader	01484 426792	07588540245
	Faye Heathcote	EYFS/KS1 Leader		

Other school contacts

Keyholder ✓	Name	Status	Home telephone	Mobile phone
	Akhtar Hussain	Senior Teacher	01422 706288	07790820775
	Tariq Mahmood	Senior Teacher	01706 815835	07809569420
	Charlotte Bartkiw	Office Manager	01422 340460	07483962192

External contacts

Local Authority Emergency Contact	01422 392693
<i>Out of hours emergency local authority contact</i>	0845 11 11 137
Local Authority Emergency Planning Team	01422 392870
Local Authority Educational Psychology / Welfare Service	01422 266112
Local Authority Human Resources	01422 288330
Local Authority Occupational Health	01422 288330
School's usual bus company	N/A
Local Authority School travel assistance	01422 392551
Local Authority Corporate Communications (Press Office)	01422 393062
Local Authority Risk & Insurance	01422 393114
Local Authority Health and Safety Office	01422 392670
Off-site insurance emergency number	
The Foreign Office (links with British Consulates etc)	020 7008 1500
Local radio (BBC Radio Leeds)	0113 244 2131
Met Office Weathercall (60p/min local forecast)	09014 722062
The Samaritans	08457 909090
Teacher Support Network (trained support and counsellors available 24hrs)	08000 562 561

You may wish to add in other important numbers specific to your school that you may need during an emergency, such as contact details to access your place of safety or those of key suppliers.

Section 6: Emergencies on Educational Visits

The headteacher or his/her pre-agreed nominee should be immediately informed of any incident by the group leader.

Initial Action by Headteacher or Nominee

1. Maintain a written record of your actions using this pro forma and your log book.			
2. Offer reassurance and support. Be aware that all involved in the incident, those at the school and you, may be suffering from shock or may panic.			
3. Find out what has happened. Obtain as clear a picture as you can: Who informed you of the incident? (usually the group leader)			
Name:	Status:	Telephone number:	Additional Tel number(s):
Where are they now and where are they going?			
4. Discuss with the group leader what action needs to be taken and by who.			
5. Record the details of the off-site activity/visit during which incident occurred			
Location and nature of activity/visit			
Name of person in charge of activity/visit		Telephone number (s)	
Number of people on the visit	Pupils:	Teachers:	Other adults:

6. Record the details of the incident:			
Date and time of incident		Location	
What has happened?			
People affected	Name	Injury	Where they are /will be taken to
Emergency Services involved and advice they have given			
Names and locations of hospitals involved			
Arrangements for pupils not directly involved in the incident			
Name of person in charge of your group at the incident		Telephone Number(s)	
7. Depending on the scale of the incident, consider assembling a school emergency management team from the list of staff at Appendix 3, to assist with the response.			

Having activated this emergency plan, go on to the next stage: implementation.

Emergencies on Educational Visits

Ongoing action list for headteacher or nominee

Communication	✓
Inform school staff as appropriate, depending on the time and scale of the incident.	
<p>Consider emergency communications needs. Dedicate lines for incoming and outgoing calls and arrange extra support for reception if required.</p> <p>Line to be used for incoming calls only: 07919527006</p> <p>Line to be used for outgoing calls only: 07919527006</p>	
Immediately inform parents of any injured pupils of what has happened and where their son/daughter is. Record what their plans are, e.g. to travel to their son/daughter, any assistance they need and any means of communications with them (e.g. mobile phone number). In event of a major incident the police may give advice regarding naming badly injured people or fatalities. You may also need to inform next-of-kin of any staff who have been involved.	
Inform parents of any other pupils on the visit but not directly involved in the incident. Decide which parents should be informed and by whom and contact them as appropriate. Parents should first hear of the incident from the school (or from the party leader), not from hearsay or from the media. Information given must be limited until the facts are clear and all involved parents/next of kin are informed.	
Inform the chair of governors	
Refer to the list of emergency contacts at Appendix 3	
<p>Contact the local authority: During office hours, call your local authority emergency contact: 01422 392670. Outside office hours, call the local authority emergency helpline: 01422 288000. Support available is outlined in Section 7 and could include:</p> <ul style="list-style-type: none"> a) assistance at school or at the site of the incident by local authority officers, and/or others b) communications support, including public telephone helpline where appropriate c) help with arranging travel and transport between the incident, parents and the school d) help with media management, including press statements and interview briefing 	

<p>e) for an incident occurring in another UK local authority, establishing links with that authority or, for an incident occurring abroad, communication via the Foreign Office, to British Consulate, foreign police, etc.</p> <p>Ensure you contact your local authority emergency contact as soon as possible the next working day to inform them of the situation.</p>	
<p>If the visit is abroad, and the incident results in substantial medical or other expense, the risk and insurance section at the local authority should be informed as soon as possible.</p>	
<p>Inform pupils and staff at school and their parents. Decide what information you should give. Remember that information given must be limited until the facts are clear and all involved parents/next of kin are informed. In the event of a tragic incident, consider seeking support from the educational psychology service about the best way to inform pupils and to support them afterwards. Staff and pupils should be told to avoid talking to the media or spreading the story unnecessarily (particularly via use of mobile phones).</p>	
<p>Media management</p>	
<p>Introduce, if necessary, controls on school entrances and telephones.</p>	
<p>At least initially, the school is advised to avoid responding to media enquiries and direct these to the local authority corporate communications.</p>	
<p>Liaise with the local authority corporate communications team as early as possible, and work with them to prepare a press statement, to be agreed by the strategic director of the Children's Services department and the head teacher before release.</p>	
<p>Resources</p>	
<p>Arrange a quiet space to receive parents of the children involved as they arrive at the school.</p>	
<p>Reporting of accidents</p>	
<p>Tell the staff involved to prepare a written report noting events and times. Inform the local authority's Health and Safety office who will advise on reporting procedures and inform trade unions if necessary. In the event of serious injuries or a fatality, the Health and Safety Executive should be informed within 24 hours. Staff may wish to submit draft reports to trade union legal officers.</p>	

Group Leader's Action Card

Immediate action in an emergency:	✓
Assess the situation and take immediate action to ensure the safety of pupils and staff	
Establish if anyone is injured and how	
Call the emergency services if necessary	
Be aware that you and others may be suffering from shock	
Next steps:	
During school hours contact the headteacher or nominee: 07919527006 Outside school hours contact the headteacher or nominee: 07919527006	
Give clear details of what is happened and who is involved	
Discuss with the headteacher or nominee who should inform parents and next of kin of pupils and staff	
The headteacher or nominee should contact the local authority if necessary - if they are unavailable you may have to do this. During office hours, call your local authority emergency contact: 01422 392670 Outside office hours, call the local authority emergency helpline: 0845 11 11 137	
Avoid speaking to the media – if necessary direct them to your local authority corporate communications team on 01422 393062 Staff and pupils should be told to avoid talking to the media or spreading the story unnecessarily (particularly via use of mobile phones).	
Make notes of what has happened and your actions	
Keep in contact with the headteacher or nominee	

Section 7:
Stand-Down and Recovery

Recovery plan checklist. Mark N/A where appropriate.

As soon as possible after the emergency:	✓
Liaise with parents regarding plans for attendance at funerals	√
Liaise with parents regarding plans for attendance/representation at memorial services	√
Arrange debriefing meetings for staff and pupils	√
Arrange debriefing meetings for the headteacher and SEMT	√
Identify and support high-risk pupils and staff	√
Promote discussion of the emergency in class	√
Consider the need for individual or group support	√
Help affected pupils and staff to come back into school	√
Seek advice on legal issues from your local authority legal services	√
Initiate a review of the school emergency plan, evaluating the school's response and feeding in any lessons learnt	√
In the longer term:	
Consult and decide on whether and how to mark anniversaries.	√
The impact of some incidents can continue for years, so thought may need to be given to ongoing identification and support measures for both pupils and staff who are affected.	√
Remember that legal processes, enquiries and news stories may bring back distressing memories and cause upset within the school.	√
Remember to make any new staff aware of which pupils were involved and how they were affected.	√

Appendix 1:

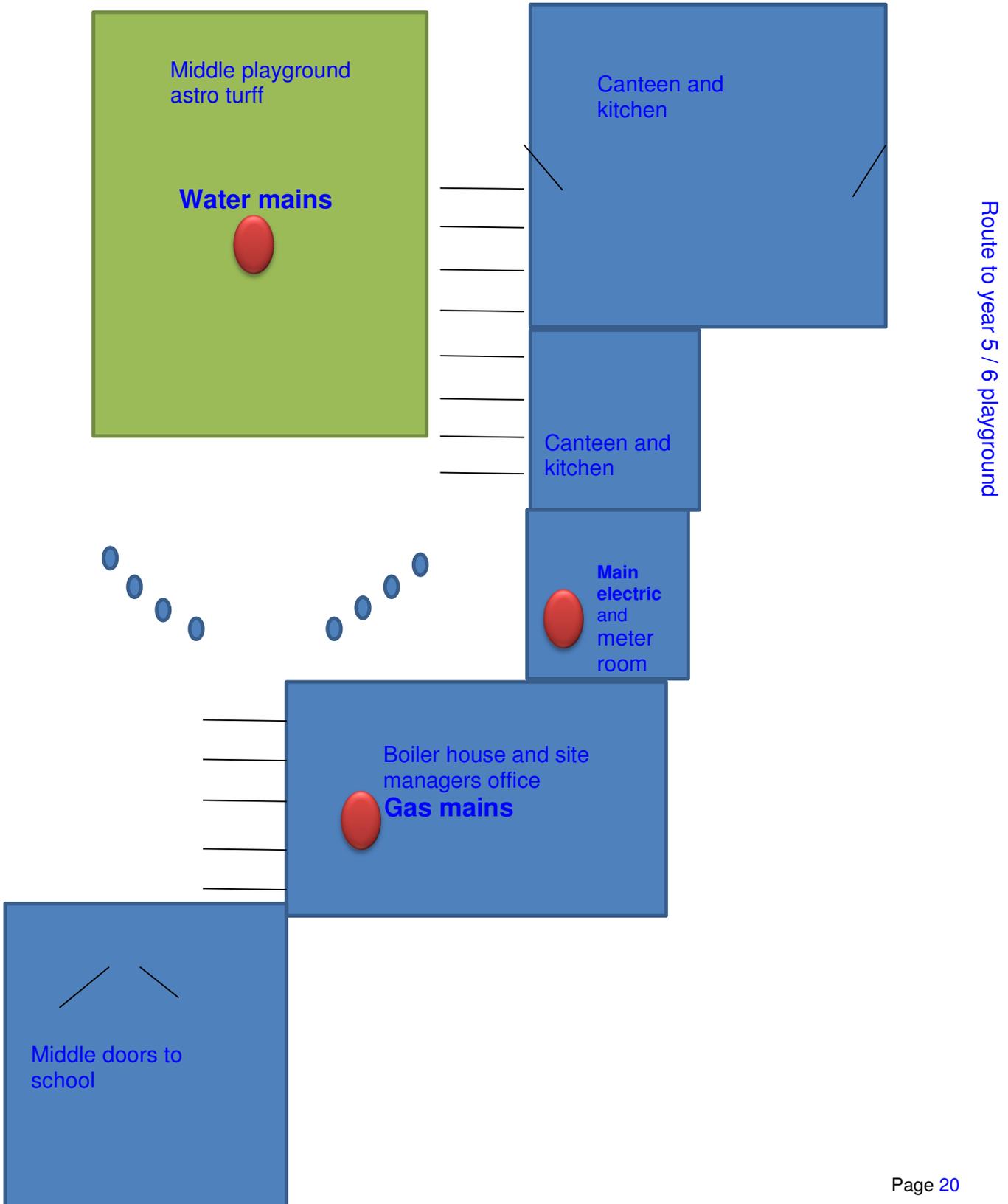
Closing the school due to extreme weather conditions

This section should include the school policy and associated arrangements related to closing the school due to extreme weather conditions, both before the start of the school day and part way through the school day.

- Consider informing local radio (usually BBC Radio Leeds and Pulse!), if possible, record a message on the schools main telephone line.
- Calderdale Council will issue headteachers with a log in and password to be able to announce the schools closure via www.calderdale.gov.uk. This may be done remotely.
- Inform School Transport Companies and Calderdale Access Team (01422 392531)

Appendix 2:
School site information and risk assessment
Service Cut Off Points see below

Plan to indicate where gas, water and electricity mains are situated.





Parkinson Lane C P School, Parkinson Lane, Halifax, HX1 3XL

- For emergency contact numbers see earlier.
- specific information relating to any hazards on the school site, including:
 - chemicals are stored in the caretaking stores. One on the Year 1 corridor and in the premises area next to the canteen.
 - asbestos is present in Year 1 corridor and in the boiler house. The Asbestos Survey is kept with the site manager.

- ***How to reset the fire alarm system***

Press:

then press Silence and Reset

- **Alternative access points in case of road closure, and emergency access to the school buildings**

Appendix 3: **Communications**

- Phone points with no. 01422 362227 are:
 - Main Office
 - Reception

Fax no. 01422 250104

- **How school will communicate with parents:**
 - A text may be sent to parents if an emergency occurs during the school day. A message may also be displayed on the home page of the school's website www.parkinsonlane.homestead.com
 - If any parent remains un-contactable the school will ring round as many people as possible – mobile and landline.
 - If an emergency happens before or after the school is open, at weekends or in school holidays the above procedure will be followed but an entry will also be made to the council's emergency closure website.
- School will telephone any companies directly about to be affected by a school emergency situation.
- Local radio stations will be alerted immediately when the submission is made to the Calderdale Emergency Closure website.

Appendix 4: **Evacuation and shelter plan**

Pupils, staff and visitors will evacuate the building from the nearest external fire exit doors. All staff are aware of these exits and will choose the appropriate exit depending on where their lesson is being held at the time.

Foundation and Key Stage One will assemble in the Year 1/2 playground. Key Stage Two will assemble in the Year 3/4 playground.

- In case of a bomb alert or the requirement to evacuate the school grounds, all children and staff should congregate at the park area on Conway Street.
- If advised to stay indoors, children will remain in classes unless a local decision is made to congregate in the hall.
- In case of an intruder staff and pupils should stay indoors, lock doors, close and cover windows and immediately alert the police.
- In the event that school is advised to evacuate the area for a long period of time, arrangements have been made to go to our Partner Organisation: Calderdale College, Inspire Centre. From this location parents will be able to collect their children.
- Responsibility for collecting registers of adults in school lies with the Office staff. They will report to the Headteacher that all staff/visitors are accounted for.
- *All parents will be contacted by text or phone. The school uses Parent contact and will have remote access to contact details or via the web.*

Appendix 5: Business continuity plan

IT data and systems

Data/system	No. of users requiring access	Backed up?	Where back up is held
Office and Headteacher electronic files	5	YES	Backed up daily onto remote server managed by Calderdale IT
SIMS data	4	YES	Backed up daily onto remote server managed by Calderdale IT
Staff electronic files	42	YES	Backed up daily onto remote server managed by Calderdale IT

Paper based records

Document	Location	Duplicated?	Where are duplicates held?
School Emergency Plan	School office	Yes	Off-site with deputy head teacher and caretaker
Cheque book stubs	In Safe	No	
School fund records	In Safe	No	
Agreement and contracts	In office	No	
Supply sheets	In office	Yes	With the local authority
Waiting lists	In office	No	
Equipment inventory	IT Technician and Site Manager	Yes	Manual and electronic

Appendix 6:
Training and exercising

Training record:

Training Title	Areas covered	Date	Attendees

Exercise record:

Date	Brief details of exercise	Aspects of plan tested	Actions identified	Outcome of actions

Appendix 7: Pandemic Influenza Plan

The Department for Education (DfE) advise that “schools should prepare plans for a flu pandemic as part of their general emergency planning and ensure that these are shared with staff and, as appropriate, parents”. Detailed guidance on planning for schools and childcare settings from DfE is available on the Teachernet website (see Annex 1: useful references).

DfE emphasises that schools should ensure they have up-to-date contact details for pupils and staff. This should be covered in Appendix 3.

Guidance on if and when schools should close in a pandemic will be issued by central government and passed on to schools via the local authority. However the final decision to close will still rest with the headteacher and governors. Sixth forms and FE colleges would not be advised to close. It is your responsibility to inform the Access & Capital Team, CYPS if the school is closing and how many pupils are affected.

Staff would still be expected to work even if the school was closed to pupils. Guidance has been issued by DfE on remote learning and educating pupils during a flu pandemic for schools and local authorities (see Annex 1: useful references). Up to date information and guidance on pandemic influenza is available from the Department of Health website.

Appendix 8: Bomb threats and suspect packages

Bomb threat prompt card for reception staff

If you take a telephone call from someone who claims to have information about a bomb:

	✓
1. Stay calm	
2. Let them finish the message without interruption. Try to record EXACTLY what they say, especially any codeword they might give.	
3. Make a note of: <ul style="list-style-type: none"> • the exact time of the call • the caller's sex and approximate age • any accent the person has, or any distinguishing feature about their voice e.g. speech impediment, state of drunkenness etc. • any distinguishable background noise. 	
4. When they have finished the message, try to ask as many of the following questions as you can, being cautious to avoid provoking the caller: <ul style="list-style-type: none"> • Where is the bomb? • What time is it due to go off? • What kind of bomb is it? • What does it look like? • What will cause it to explode? • Why are you doing this? • What is your name? • What is your address? • What is your telephone number? 	
5. Report the call to the police and the headteacher/nominated deputy <u>immediately</u> . In the extremely unlikely event that there was a codeword with the message, and the location of the bomb was given as a location other than the school, follow the same procedure – report the call immediately to the police, and then notify the headteacher.	

Guidance on suspect packages

The likelihood of a school receiving a postal bomb or suspected biological/chemical package is very low, however, you should be aware of the immediate steps to be taken if you receive a suspect package or come into contact with a biological or chemical substance.

Postal bombs or biological/chemical packages may display any of the following signs:

- Grease marks or oily stains on the envelope or wrapping
- An unusual odour including but not restricted to almonds, ammonia or marzipan
- Discolouration, crystals on surface or any powder or powder-like residue on the envelope or wrapping (suspect biological/chemical threat)
- Visible wiring or tin foil
- The envelope or package may feel very heavy for its size
- The weight distribution may be uneven
- Delivery by hand from an unknown source or posted from an unusual place
- If a package, it may have excessive wrapping
- There may be poor hand writing, spelling or typing
- It may be wrongly addressed, or come from an unexpected source
- No return address or postmark that does not match return address
- There may be too many stamps for the weight of the package

If you suspect that a letter or a package may contain a bomb:

	✓
1. Stay calm	
2. Put the letter or package down gently and walk away from it Do not put the letter or package into anything (including water) and do not put anything on top of it	
3. Ask everyone to leave the area (including classes if necessary)	
4. Notify the police and the headteacher/nominated deputy immediately Do not use mobile phones or sound the alarm using the break glass call points	

If you suspect that a letter or a package may contain a biological or chemical threat:

	✓
1. Stay calm	
2. Do not touch the package further or move it to another location	
3. Shut windows and doors in the room and leave the room, but keep yourself separate from others and available for medical examination	

4. Notify the headteacher/nominated deputy immediately	

The head teacher/nominated deputy should then:

	✓
5. Notify the police immediately on 999	
6. Ensure that any air conditioning system in the building has been turned off, and that all doors (including internal fire doors) and windows have been closed	
7. Evacuate the building, keeping people away from the contaminated room as far as possible	
8. Keep all persons exposed to the material separate from others and available for medical attention	
9. If anyone is experiencing symptoms of chemical exposure (e.g. streaming eyes, coughs and irritated skin) seek medical attention immediately	

If **anyone** believes they have been exposed to biological/chemical material, they should be encouraged to:

- remain calm
- do not touch eyes, nose or any other part of the body
- wash your hands in ordinary soap where facilities are provided

Appendix 9

Invacuation procedure

A plan needs to be made to combat a threat to children and staff which occurs whilst they are outside of the school building within the school grounds and it is considered safer to be in-side the school building. This could range from a stray dog entering the playground to a stranger entering the premises who may cause a threat to life. This policy sets out the school's response to such an emergency but recognises that it is impossible to legislate for every possible scenario.

It is important that all school staff understand that a situation should not lead to a panic mentality. Children should be encouraged to treat any emergency with the utmost calm and follow the guidelines with common sense. They need to be taught how to respond through practice as well as through talk and this will be completed through assemblies and class discussion.

It is important that all people on site at the time of an emergency know that they need to respond at the earliest opportunity, reporting to the headteacher or deputy (if the headteacher is not available) who will activate the Invacuation alarm to alert the rest of the school.

A tannoy will be given from the Headteachers office using the phrase Invacuation. Staff must communicate (especially to those outside) the need to go into the building urgently by whatever means necessary. All staff and children outside must return to their classrooms in a calm and orderly manner if it is safe to do so, or to the nearest classroom. Staff and children who are already within the building must either remain or return to their classroom. Any class teachers who are not with their own group of children at the time of the alarm must return immediately to their classroom and resume responsibility for their children if it is safe to do so. Staff in classes must complete a head count and check it against the number on the emergency class register. Staff should remain in their classrooms until they are given a further instruction. All Entrance/Exits to be locked temporarily. Staff and pupils must remain inside their classroom keeping low beneath and away from windows to reduce visibility, with door locked if possible, windows and blinds closed and lights off.

The Headteacher will assess the situation in order to decide if who to contact and at what level ie. Local authority, police, fire etc.. The Headteacher will give the all clear announcement via the tannoy system when safe to do so.

Appendix 10: **Log keeping**

Basic principles

Notes must be *contemporaneous* or *made as soon as reasonably practicable after the incident* (that is, within 24 hours).

They must also be:

Clear

Intelligible and

Accurate

What to use to record your log

- Hardback book
- Numbered pages
- Bound so that pages cannot easily be removed (i.e. not ring or spiral bound)
- Ideally a specially produced 'official log book', but any book conforming to the above specifications would do.
- Use permanent black ink

How to write the log

- Note all relevant facts
- In chronological order
- Stick to the FACTS - do not include any assumptions (if you are noting down assumptions to show your reasoning for making a decision, make this clear)
- Note down non-verbal communication as well as what is said
- If you make a mistake, cross it out with a single line like ~~this~~ so that what is underneath is still visible, and initial it
- Do not tear pages out
- Do not leave blank spaces – or if you do, rule them out with a line
- Do not overwrite – if you make a mistake, cross it out, initial it and start again
- Do not leave large blank spaces between words or between entries
- Do not write between lines
- Do not write in the margins (except for dates, times or initials)
- Do not use correction fluid
- Unused space after the end of a series of entries should be ruled through with a 'Z' then signed in full, dated and timed
- Record important statements, questions, comments and answers in direct speech
- Sign, date and time each series of entries at their close
- Make a note of the time the log began and ended
- Record where the log was made
- Check the log for mistakes immediately afterwards – if a mistake is found it should be crossed out in red ink, and an alphabet notation should cross refer to the corrected entry which should be made on the next available page, signed, dated and timed.
- Use plain language and as best you can correct grammatical English
- Avoid approximations and abbreviations
- Do not miss out key words
- Do not use arrows or dashes

Working with the Media

Working with the Media can protect the Councils corporate reputation and public image. HOWEVER, **Statements relating to the incident should be cleared with the Press and Communications officer first.**

The media can be intrusive and will be keen to get information as quickly as possible.

MEDIA LOG SHEET

Logged By:

Date:

Name of Caller:

Organisation Name:

Time of Call:

Line of questioning:

Further Information Required:

Note: Do not offer to call anyone back.