

# St Mary's Catholic Primary School

## EMERGENCY MANAGEMENT PLAN



Adopted by governors on: 10/10/18

Signed by Chair of Governors:.....

Review date: October 2019

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## **INTRODUCTION**

As part of the SLA with Devon Health and Safety Service, advice and practical assistance in the event of a serious incident is available.

## **TYPES OF INCIDENTS**

For ease of planning, incidents can be split into three groups:

### **Level 0 – local incidents**

These are incidents which are disruptive to the normal routine of the academy but not an immediate threat to life or well being. These incidents can be dealt with locally and may, at most, require a limited closure of the academy. Examples of this would be: severe weather, power cuts, flooding, fallen trees, and notifiable infectious outbreak, disruption to telephone or internet services, local industrial action, flight restrictions preventing return of a school group.

### **Level 1 – local emergencies**

These are more critical events which disrupt normal routines and involve a real threat of or actual injury or death. This would be a situation where external agencies will need to be involved such as the police or fire brigade. Examples of this would be a fire or laboratory explosion, deliberate act of violence such as the use of a knife or gun; pupil or teacher being taken hostage; gas leak; transport related accidents involving a large number of pupils; death or serious injuries on academy journeys; civil disturbances; epidemics.

### **Level 2 – major community emergencies**

These are events that affect whole communities such as an aircraft crash, terrorist action; serious road/rail accident or spillage; factory explosion; an epidemic leading to national alerts. Some academies have already been designated as rescue centres by the local authority.

## **GUIDANCE ON ACTIONS TO BE TAKEN BY THE HEAD TEACHER IN THE EVENT OF A SERIOUS INCIDENT**

### **Stage 1 - Initial actions**

- Maintain a personal log of factual information, actions taken and timings of events
- Endeavour to maintain normal routines and timetables
- Consider whether outside agencies need to be informed
- Contact the Devon Health & Safety service
- Inform insurers if possibility of liability or negligence

### **Stage 1 - Initial actions outside term time or academy hours**

- Arrange for certain parts of the academy and to be available
- Think about clothes as you may be drawn into a TV interview
- Do not release any names of people involved in an incident before those identities have been formally agreed and parents informed
- Inform the chair of governors
- Call in the Leadership Team and nominate one to oversee the team
- Contact the Devon Health & Safety service

### **Stage 2 – during the emergency**

- Agree appropriate identification of staff e.g. badges
- Set up arrangements to manage visitors and record their names
- Regularly brief all staff and monitor how they are coping
- Set up communication arrangements, ensuring that: calls are recorded; brief up-to-date prepared statements; media calls being re-routed to appropriate person
- Ensure that there is an independent telephone line available for out going calls only
- Inform pupils with accurate, factual information in small groups
- Discourage staff and pupils from speaking to the media
- Maintain contact with parents. If appropriate, ask parents to come into the academy for a briefing
- Seek police advice if the incident is away from the academy
- Identify a member of staff to ensure that absenteeism is recorded correctly

### **Stage 3 – after the emergency**

- Seek support, where appropriate, from local clergy on special assemblies/funerals or memorial services
- Prepare report on the event
- Ensure that staff or pupils in hospital are contacted by the academy
- Consider the arrangements needed for staff or pupils on return to the academy

### **Stage 4 – longer term issues**

- Monitor pupils informally
- Clarify procedures for pupils who may need individual help
- Be aware that staff may need help
- Provide information to staff and pupils

## **GUIDANCE ON ACTIONS TO BE TAKEN LEADERSHIP TEAM**

### **Stage 1 – initial actions**

- Obtain full facts from head teacher
- Maintain a personal log of information received, actions taken and the timings of these actions

- Assist in assessing the emotional needs of staff and pupils
- Inform staff and pupils and provide support
- Assist class teachers who will undertake classroom briefings

### **Stage 2 and 3**

- Assist Head teacher as instructed

## **THINGS TO CONSIDER DURING AN INCIDENT**

### **Telephone calls**

- The academy's phone system is likely to be inundated; ensure that there is a line dedicated to in-coming calls
- Brief the person/people answering the phone so that they are clear on what to say
- Ensure that there are enough people to answer calls
- Have one (properly briefed) person to deal with the media
- Never release personal information about pupils or staff without ensuring that identities have been formally agreed and parents informed
- Log incoming calls, remembering some calls can be malicious

### **Staff**

- Keep staff well informed
- Be available to staff
- Some staff may be badly affected by the incident and not able to assist in supporting pupils
- The Leadership Team will be under particular strain

### **Media**

- Decide on what information should be released to the media
- Do not allow the media onto the academy premises or give them access to the pupils without a specific reason and only with permission and consents in place. In most serious cases, the police will lead on this
- Ensure pupils, staff, governors and parents are given accurate, up-to-date information at regular intervals and discourage them from speculating or spreading rumours
- If being interviewed, have someone else with you if possible to monitor the interview and try to decide beforehand what to say but be prepared to think on your feet
- Remember that anything you say in an interview could be quoted including something that was not part of the interview
- Be prepared to say 'no comment'
- Don't be over elaborate with answers
- Refuse permission for photographs or schoolwork of pupils/staff involved
- Check where the interview/camera team go when the interview is over

## KEY TASKS AND ACTIONS FLOWCHART

# INCIDENT

### Make an assessment of risk identifying:

- Degree of damage
- Likely period of disruption
- Consequence for site
- Danger to children, staff and public

*Ensure the safety of children  
and staff*

*Contact emergency services if  
required*

### Implement the Academy Emergency Management Plan

*Brief staff, pupils, parents and  
governors*

**Convene the Academy  
Emergency Management  
Team**

*Open and maintain a log of  
events and actions*

### Notify the Devon Health & Safety Service team and report level of disruption

- Level 0 – academy closure for non-threatening events
- Level 1 – localised emergency
- Level 2 – major community emergency

### Plan Management of Incident

*Set up arrangements to deal  
with public and press,  
communications and enquiries*

*Make immediate arrangements  
to support children and adults*

*Provide regular updates to  
Business Support Team, staff,  
pupils, parents and governors*

**Instigate  
Recovery Plan**

*Plan for longer term support,  
i.e.: counselling, memorials and  
commemorations*

## **PREPARING FOR SEVERE WEATHER**

It is the governing body and Head teacher who will make the decision on whether or not to keep an academy open. This decision should be based on whether there is a significant risk of severe injury, ill health or inability to comply with relevant legislation; every effort should be made to remain open for examination candidates even if the rest of the academy is closed.

The attendance of pupils will depend on local road conditions and the decision of transport providers on whether or not to operate. Academies should liaise with transport contractors before making any decision as this will provide information on how many pupils to expect if the academy remains open. If the academy decides to close, the bus contractors will need to be informed as soon as possible; if they have already begun their journeys, academy staff will need to stay on site until all children have returned home.

If the decision is to close during the academy day, communication to parents, transport services and local radio stations is important.

Staff, parents and pupils should know the academy's procedures in the event of bad weather before the winter season starts.

Academies can use school notice boards; messages via local media; academy website, staff telephone cascade; parent telephone cascade; text messaging and social networking sites such as Twitter to inform parents and pupils.

Things to consider if keeping the academy open during bad weather:

- How to contact pupils' families and staff
- Stocks of salt or grit
- Identifying areas which need to be gritted
- Estimating how many staff members need to be in to run the academy safely
- How to inform pupils, staff and parents on closures and re-openings
- Academy transport
- Difficulty of staff getting into work

Things to consider if closing the academy due to bad weather:

- Remote learning – academies should ensure that a reasonable level of education is provided if pupils are unable to attend due to the premises being closed
- Keeping accurate pupil contact details
- Pupil access to a computer and internet at home
- Can the academy's IT facilities be accessed by pupils from home
- Personal addresses, e-mails and telephone details of staff should not be made available to pupils or their parents

**St Mary's Catholic Primary School**  
**Buckfast Road, Buckfast, Devon TQ11 0EA**

The aim of this emergency plan is to describe how the academy will respond to an emergency in order to save lives and minimise the risk of injury to the academy's community in the event of a potential or actual life-threatening emergency.

**The objectives of the emergency plan are to describe or identify:**

- The locality in general, especially with regard to key locations
- The academy geography with particular regard to key locations
- Key responders (and deputies) including the Emergency Management Team
- Possible hazards and identify appropriate strategies for managing the response
- Potential triggers for plan activation
- How the Emergency Management Team will communicate with the extended academy community
- The immediate actions of the responders and academy community
- Key locations relevant to the implementation of the plan
- Training and exercise schedule
- Critical contact information
- A plan audit and review process

Person responsible for updating this plan:

**Head teacher (Nicola Slack) and School Bursar (Mitzi Belsher)**

Contact information:  
*(Name and 24 / 7 contact details).*

Head teacher: Nicola Slack (07925262562)  
 Incident Management Team: Nicola Slack, Mitzi Belsher, Sophie Kerswell, Jess Hutchinson  
 Key-holder(s): As above and Father Francis Straw (01364 645560)  
 Emergency point of contact: Nicola Slack  
 School Office:01364 642389  
 Devon Health & Safety Service:01392 382027  
 Other: Plymouth CAST 01364 645450

**Plan Activation**

The plan will be activated under the following circumstances:

- On activation of the fire alarm
- On receipt of a telephone call by the emergency point of contact
- On being informed of a bomb threat
- On being informed of an external threat
- On being informed of an intruder within the academy
- On being informed of a sudden illness in the academy
- On receipt of information that the head teacher considers the plan to be activated

Date of issue:	September 2018
Version Number:	<b>2</b>

Date of next review:	<b>September 2019</b>
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Are accurate names, addresses and telephone numbers held for staff, governors and pupils?

Yes	Contact details last updated:	<b>September 2018</b>
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How will parents be kept informed of academy closures and re-openings?

Direct phone call from HT/Bursar; notice on website, radio

Addresses / contact details of important local institutions in the

Police Station: Ashburton Police Station  
 Fire and Rescue Station: Coronation Road, TOTNES, TQ9

neighbourhood:	5DF Hospital / GP Surgery: Buckfastleigh Medical Centre (01364 6423534)
Contact details for outside agencies:	Plymouth CAST 01364 645450
<b>State the location of the following (it may be useful to attach a site plan):</b>	
Water cut off valve:	In the Ark (opposite disabled toilet downstairs) and outside Venford Classroom
Gas mains valve:	Gas Meter Box (near Venford)
Electric meter:	Science stockroom and in the hall boiler room.
First incoming telephone point:	Head teacher's office
<b>What are the pre-planned arrangements for the following:</b>	
Fire Evacuation	Appendix 1 – Fire Evacuation Plan
Loss of premises:	Short term arrangements, 1 or 5 days: Southpark Community Centre and some rooms in Buckfast Abbey Complex  Long term arrangements, over 1 week: As above
Loss of water supply:	Short term arrangements, 1 or 5 days: As above  Long term arrangements, over 1 week: As above
Loss of electrical supply:	Short term arrangements, 1 or 5 days: As above  Long term arrangements, over 1 week: As above
Loss of gas supply:	Short term arrangements, 1 or 5 days: St Mary's School.  Long term arrangements, over 1 week: Hire space heaters for the school (depending on weather).
Loss of communications:	Mobile phones, school walkie talkies if within 8km. Use communication devices at Buckfast Abbey or drive to another destination close by to use a land line.
Deliberate act of violence:	Evacuate the area of children and adults, use positive handling techniques if a pupil was involved and consider calling the police, depending on the level of violence, and if an adult was causing the deliberate act of violence.
Bomb threat or act of terrorism:	Follow checklist for telephone bomb threat (see Appendix 2). Depending on advice, either evacuate according to emergency plan or put into place invacuation procedure. For invacuation, use walkie talkies to radio each classroom to let them know there is an invacuation and that everyone must remain in the classrooms (or hall) and kept away from windows and doors. In Meldon, staff would ensure all outside doors are shut and keep children together in one area.

Death or serious injury at the academy or on excursion:	<ul style="list-style-type: none"> <li>• Pupil: call the emergency services, call the school and inform the Head teacher, call parents (Head teacher to make contact), contact Devon Health and Safety; contact the MAT (Plymouth CAST) for advice, counselling services and PR and media services.</li> <li>• Staff or Governor: call the emergency services, call the school and inform the Head teacher, call next of kin (Head teacher to make contact), contact Devon Health and Safety, contact the contact the MAT (Plymouth CAST) for advice, counselling services and PR and media services</li> </ul>
Large clusters of localised human to human viral infection – likely Epidemic	Inform Chair of Governors, contact Local Authority/ Health Trust and consult ‘Spotty Book’ to get advice on action to take, having taken advice inform parents and staff about the situation.
<b>What are the pre-planned arrangements for the following severe weather events:</b>	
<b>Flooding:</b> Go to <a href="https://www.environment-agency.gov.uk/floodline">www.environment-agency.gov.uk/floodline</a> to view the flood map for your area and access information and advice on writing a flood plan	Go to <a href="https://www.environmentagency.gov.uk/floodline">https://www.environmentagency.gov.uk/floodline</a>  This would be an unlikely risk to would need to be an extreme situation so this event is likely to be managed by the emergency services.
<b>Heat wave:</b>	Follow advice from Public Health England, ensure that water and shade are available for pupils and staff throughout the day, and consider changes to the timetable to avoid midday heat.
<b>Snow:</b> Do you have sufficient supplies of salt? List the site pathways and areas requiring salting:	Ensure sufficient quantities of salt are in school. List the site pathways and areas requiring salting: main entrance, playground, parts of the path from the car park, staffroom steps, path and steps to the hall. The car park would not be salted as there are insufficient supplies. In case of extreme conditions, the car park would be closed and the lower entrance would be used to access the school (Appendix 3- Emergency Procedures in Severe Weather)
<b>Arrangements for the management of young people and staff involved in visits and off-site activities</b>	
<b>Off-site visits information:</b> 24 hour access to information about off-site groups e.g. Evolve or paper information about the visit. Emergency contact details for off-site staff and parents	EVOLVE paper copies of risk assessments in visits folder in office, emergency contact details given to staff and parents, copies of SOE3s held in school and are taken on a trip.
<b>What processes are in place for continued learning during a prolonged emergency?</b>	
<b>Electronic teaching i.e. academy learning platform:</b>	Keep parents informed on the school website and provide work via the website or parents’ email addresses (or post if necessary), amend the timetable accordingly.
<b>Alternative academy premises:</b>	Possibility of using some of the facilities on the Buckfast Abbey site.
<b>Other sources:</b>	-
<b>What are the pre-planned arrangements for safeguarding pupils and adults at risk during an emergency?</b>	
<b>Vulnerable Children</b>	Teaching assistants to closely monitor vulnerable pupils – staff are aware of the pupils who would need additional

	support.
Pupils / Staff with Disabilities	Teaching assistants to closely monitor vulnerable pupils (currently no PEEPs required for pupils in school). Plan to be put in place for staff in collaboration with the Head teacher if needed.
<b>Make an assessment below of any other potential emergencies or specific hazards which pose a particular risk to your academy and plan how you will deal with incidents arising from them:</b>	
<b>Emergency Hazard</b>	<b>Emergency Plan</b>
Proximity to road and any accidents/ incidents that could be caused by vehicles.	Evacuate the site onto the school field, call the emergency services, move off site onto Buckfast Abbey site and call parents to inform them of the situation.

## Appendix 1

### **FIRE AND EMERGENCY EVACUATION PROCEDURES**

*St Mary's Catholic Primary School,  
Buckfast Road, Buckfast, Devon TQ11 0EA*

This document details the fire and emergency evacuation procedures for the premises. Staff should ensure that they are familiar with these procedures and act upon the requirements.

#### **1. ACTION ON DISCOVERING A FIRE**

- Staff and pupils will leave buildings via routes practised in fire drill, as listed on the posters within each room and using escape routes clearly marked by means of signage.
- An adult should lead the children out and, if possible, an adult bring up the rear of the group.
- Designated members of staff would be responsible for the evacuation of vulnerable children and would be conversant with the appropriate pupils' plans (PEEPs).
- All pupils and staff based in the main school building will assemble on the playground outside the school hall, at the assembly point as practised. The class teacher or the person acting in that capacity will call register for their class and will report any absences to the Head teacher or the person acting in that role.
- If anyone is situated near to the school office, their nearest means of escape is the main school entrance doors so their nearest fire assembly point is half way up the path towards the school field. They will be directed by the Head teacher or School Bursar (or the person acting in that role) from the office to assemble at this point.
- If it is not safe to remain on the playground outside the hall, all will exit the school via the bottom gate and move to the school playing field.
- Administration staff will bring out the following:-
  - Attendance Registers for each class and hand to the adult responsible for each class (normally the class teacher) for a roll call to be carried out.
  - Emergency information for Fire Rescue Services.
- Designated staff to check specific areas of the building.
- Head teacher (or whoever is deputising in her absence) would make the decision to evacuate off site e.g. to Buckfast Abbey.

#### **2. ACTION WHEN THE FIRE ALARM SOUNDS**

- Any person detecting a fire will break the glass on a fire point to sound the alarm.
- Staff or pupils discovering a fire will activate the nearest fire point.
- Designated staff will check specific areas of building and office staff will take registers, emergency information (including contact details for parents/ carers, plans of school, school mobile phone) and fire information file (which contains: isolation points, flammable materials and location, asbestos, COSHH list).

### **3. FALSE ALARM PROCEDURE**

- Once everyone is out of the building, if the alarm is deemed likely to be a false alarm, the Head teacher or someone deputising will go to the fire panel and investigate the zone in which the alarm has been triggered and check the area to see whether in fact it is safe to return into the building. If it is the fire panel will be reset and staff and children will return to the school building.

### **4. DISABLED PERSONS**

- Pupils or staff with additional needs will have a specific PEEP which will be actioned in the event of a fire.

### **5. SUMMONING THE FIRE AND RESCUE SERVICE**

- The Head teacher (or member of staff acting in their absence) will call the fire services if the alarm is deemed to have been alerted as a result of a fire which requires the fire and rescue service.

### **6. ACTION AT THE ASSEMBLY POINT**

- Children line up in classes in silence while the registers are called by the class teacher or adult designated to do so, for each class.
- Once all children and adults are accounted for the registers are returned to the School Bursar.

### **7. DESIGNATED PERSONNEL**

Designated personnel are:

1. Mitzi Belsher – who will distribute registers to staff, sweep the upper floor and stay in contact with the other designated member of staff to ensure that everyone is accounted for and safely out of the building and make the phone call to the fire brigade.
  2. Nicola Slack– who will sweep the ground floor of the building and then assemble on the playground outside the hall. Fire marshals will assess if fire can be tackled using on site equipment. If fire cannot be put out swiftly, she will also ensure that the fire brigade has been called.
- Designated staff will be responsible for meeting the fire service and handing over the information file and passing on information as to circumstances and position of fire. Included in the file is the following information: isolation points, flammable materials and location, asbestos, COSHH lists.

### **8. EVACUATION ROUTES**

Evacuation routes will be kept free from obstruction and adequately and clearly marked.

Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

## **9. BOOKING IN/OUT PROCEDURES**

All visitors and contractors should report to the appropriate member of staff, signing in the appropriate book on arrival and informing staff when leaving the premises.

An IN/OUT board details which school staff are in the building during the school day.

In the event of a fire evacuation, the person hosting the visitor is responsible for escorting him/her to the fire assembly point.

Contractors, including any contract cleaners working on the premises, should be informed of the fire and emergency procedures that apply including:

- action to be taken on hearing the fire alarm or discovering a fire
- fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures
- the location of firefighting equipment and fire alarm call points in relation to the area of their work

Contractor's employees working on the premises when full time staff are absent, (e.g. at night or at weekends), should have adequate fire evacuation arrangements in place and know how to call the fire and rescue service.

The risk of fire arising out of the work of any contractor at the premises should be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place. Any hot work activities should be closely monitored using the Hot Permit to Work system.

Persons who organise evening events should be informed or given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

## **10. HIRERS OF THE BUILDING**

- Not hired out

## **11. CO-ORDINATION WITH OTHER PREMISE OCCUPANTS**

If a fire is discovered at St Mary's Primary, one of the designated members of staff will inform the occupants of St Mary's House.

This document should be brought to the attention of staff and any temporary workers at St Mary's Catholic Primary School.

## Appendix 2

### CHECKLIST FOR DEALING WITH A TELEPHONE BOMB THREAT

In the event of receiving a bomb threat by telephone, directly from an individual/ alleged terrorist organisation, remain calm and use the following checklist to obtain as much information as possible.

Immediately alert the Head teacher but

**DO NOT PUT DOWN THE HANDSET OR CUT OFF THE CONVERSATION.**

Motion to a colleague to call the police directly on 999 to get the call traced. Complete this form as you go along:

Telephone number of caller (if your telephone displays it) .....

Message (exact words) .....

.....  
.....  
.....  
.....

Ask for any code words

.....

Where is the bomb? .....

What time will it go off? .....

What does it look like? .....

What type of bomb is it? .....

Why are you doing this? .....

Time of call

.....

As soon as the call has finished complete the tick sheet overleaf and give this form to the Head teacher who will decide what to do.

**Information to be provided immediately to the Head teacher after having received a telephone bomb threat**

#### Details of Caller

Man	<input type="checkbox"/>	Old / young	<input type="checkbox"/>
Woman	<input type="checkbox"/>	Not known	<input type="checkbox"/>
Child	<input type="checkbox"/>		

#### Speech

Intoxicated	<input type="checkbox"/>	Laughing	<input type="checkbox"/>
	<input type="checkbox"/>	Serious	<input type="checkbox"/>
	<input type="checkbox"/>	Message read or spontaneous	<input type="checkbox"/>

**Distractions**

Rational

Noise on the line

Speech impediment

Accent  
(specify if possible)


Interruptions

Anyone in background?


**Other Noises**

Call box pay tone

Traffic

Operator


Railway station

Music


Person receiving the call: .....

Talk

Typing

Machinery

Aircraft


Children

Other

Any clue as to identity of  
caller and/or location of call?


Number of telephone on which call was received: .....

Date of incident: .....

### Appendix 3

#### DISRUPTION DUE TO EXTREME WEATHER AND OTHER EMERGENCIES

In case of emergency school closures, we will follow this procedure:-

If severe weather, or other emergency, forces closure **before the start of the school day**, as soon as a decision has been made to close the school, we will:-

1. Inform Devon County Council who will put the details on their website
2. Put a notice on the school website ([www.st-marysrc.devon.sch.uk](http://www.st-marysrc.devon.sch.uk))
3. Contact the local radio stations – BBC Devon, Heart and Palm FM
4. Email all parents/carers on our newsletter email list.
5. Start to telephone staff and parents to let everyone know individually. In order to reach everyone phone calls will start soon after 7 am. If this will cause you serious inconvenience, please let us know so that we move you further down the list of calls to be made.

If the school is open, but we have to close the car park due to icy conditions, we will:-

1. Leave the car park gates locked.
2. Arrange with the Abbey that parents can park in their car park whilst they drop their children off via the bottom gate of the school by the Hall not the roundabout. (Please do not park in the Post Office car park or pull up outside Southpark unless you really have to).
3. Arrange for a member of staff to be available to assist children and parents across the road by Southpark.

If the school has to close during the day due to severe weather or other emergency, we will telephone all parents and put a note on the website.