

Policy on Emergency Planning

1 Aims and objectives

- 1.1 The aim of the School Emergency Plan is to manage the effects of any emergency which might occur within the school so that every reasonable step is taken to:
- prevent or minimise the loss of life and injury to pupils and staff;
 - alert relevant parties, e.g. the emergency services, the local authority, parents/carers and school governors;
 - take control at the scene until the emergency services arrive;
 - minimise disruption to the normal daily routine of staff and pupils;
 - support staff, pupils and parents in the aftermath of an incident;
 - ensure effective working with the media.
- 1.2 We recognise that planning is essential if emergencies are to be managed effectively. We cannot plan in detail for every possible scenario, but our generic plan ensures that those involved in the initial stages have a firm basis from which to develop their response.

2 The basic emergency plan:

- 2.1 The School maintains an up-to-date parent contact directory (including out of hours information). This is updated at least termly and is located in the School Office. All Teachers and Support Staff are familiar with the document and use it to contact parents in the event of a child being taken ill at school, etc.
- 2.2 The School's Emergency Plan is a separate File which is on the right-hand top shelf in the School Office. This defines the key role to be played by each member of the School team including the Head Teacher, caretaker (if on site), School Administrator and other staff.
- 2.3 The school office is the designated co-ordination point.
- 2.4 The fire alarm will be sounded in the case of any emergency that requires the evacuation of the school premises. Procedures and evacuation routes are displayed in each room within the school. Fire drills take place each term and are recorded in the Fire Folder which is also located in the School Office. The School safety procedures are discussed at the beginning of year Inset Days by teachers and are passed on to Support Staff via Class Teachers or at the termly TA Meeting.
- 2.5 Copies of the detailed evacuation procedures and checklists for initial action are held in school office. Copies of the plan are also held off site by core staff in case the School premises cannot be accessed.
- 2.6 The Head Teacher, or senior teacher in her absence, is responsible for managing information exchange between staff, pupils, governors, parents and the local authority.
- 2.7 All new staff joining the School are made aware of the plan, and those with key roles take part in annual training and exercises to test its effectiveness.

3 Types of emergency

- 3.1 The School recognises that there cannot be a separate written plan to cover every possible emergency. Core staff training includes regular discussion of the steps to be taken in the more common emergencies, including a deliberate act of violence, fire, the destruction or serious vandalism of part of the school, or public health threats (e.g. meningitis).
- 3.1a Medical emergencies are dealt with by trained members of staff and copies of Individual Medical Plans are kept in the School Medical File in the Head Teacher's Office. Children with medical needs are discussed regularly at Staff Meetings so that information is shared.

- 3.2 The School recognises that some emergencies which occur off the School site can affect its staff or pupils. Core staff training includes regular discussion of the steps to be taken in the more common examples, including the death of a pupil or member of staff through natural causes or accidents, or a transport-related accident involving pupils and/or members of staff.
- 3.3 The School adheres to the specific guidance issued by the Local Authority in relation to school closures caused by severe weather or heating failure.
- 3.4 The School will inform parents as soon as possible of any likelihood of closure due to severe weather, or if children are being sent home early or at short notice. Parents are advised to listen to local radio stations, to check the School Website and the LA Emergency Closures Website. The School has a Pyramid Contact Scheme which is used to contact parents quickly in the case of emergency closure. This is updated every year and whenever there is a change to contact numbers. Copies are distributed to all parents. There are also separate complete Class Pyramids to be used for class visits etc.
- 3.5 The School is fully aware of the possible dangers of its proximity to the local road. All pupils are given instruction on safe play and safe travel to and from School.

4 Monitoring and review

- 4.1 Class teachers include regular references to safe and sensible conduct in lessons. Fire drills occur on a regular basis, and their outcomes are logged and reported to the Governing Body.
- 4.2 The School's procedures for emergencies are monitored by the Headteacher as part of her regular duties / Health and Safety checks. A report is given to the Sites and Buildings Committee and to the Governing Body.
- 4.3 This policy will be reviewed by the Governing Body every two years, or earlier if necessary.

Signed:

Chair of Governors

Date: November 2014

Review date: November 2016