



HENLEY-IN-ARDEN SCHOOL

Achieving Excellence Together

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Lead	Mrs N Thompson, Assistant Headteacher	
Governor Committee	Chair of Governors	
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Henley-in-Arden School Emergency Procedures Policy follows the guidelines laid down by Warwickshire County Council in their Emergency Action document published by the Warwickshire Emergency Planning Unit (October 2009).

It covers a wide range of emergencies that may have a severe impact on a school and its community.

It includes:

- Health Related Problems
- Severe Weather Problems
- Incidents at School
- Incident during off site activities
- Bereavement

Health Issues

At Henley-in-Arden School the following procedures would be put in place if a health related issue, for example a serious illness, occurred amongst pupils and staff:

Consultation with the Warwickshire Schools Health Directory. This has a section on communicable Diseases and gives the advice of the Health Protection Agency and Primary Care Trust on how a school should respond to everyday and less frequent and more serious illness amongst pupils and staff.

Actions

- Obtain and collate as far as possible all the facts from the families.
- Talk to the Consultant in communicable Disease Control (CCDC) who will attend the school if required and advise on all medical aspects.
- Inform teaching staff, support staff (including midday supervisors, peripatetic staff, caretaker etc.), governing body and Diocese where necessary.
- Consider informing other visitors ie. Parents, contractors etc.
- Inform your Area Schools and Communications Officer or make the situation known to a senior officer within the Children's Services Office.
- Staff will keep a record of all actions taken and telephone calls made and received.
- The appropriate bodies will be notified for support if necessary. They can provide volunteers to attend school to talk to people.
- Inform parents and pupils not directly affected about the incident.

The Headteacher will:

- Prepare press statement.
- The Headteacher will inform all staff that there may be a likelihood of unauthorised personnel (particularly media people) attempting to enter the premises. Such people should be tactfully challenged.
- The Headteacher will ensure that all staff and governors are aware that no one should talk to the press apart from the Headteacher or LA Officer.
- The Headteacher will ensure that relevant explanatory literature is distributed to parents as soon as possible.

- Within days the school will update all parents regularly; stressing that facts may change as events unfold.
- Personally contact all families' directly involved and express sympathy.

In the event of a fatality

- The school will ensure we are aware of the funeral arrangements. If necessary discuss with the parents their wishes regarding representation from the school.
- The school will consider arranging an opportunity for pupils to express their feelings.
- If necessary seek advice from other schools who have been through similar incidents.

Early School Closure/Bad Weather

Prior to the start of the School Day.

There are a number of procedures that will be put in place if weather conditions are likely to prevent the school opening on a particular day.

- The Headteacher will consult the bus operators to check that they are able to maintain services.
- The Headteacher will discuss the situation with other SLT members.
- The Headteacher will make the final decision re closure.
- If the decision is to close, the Snowline procedures will be put into place. A note to this effect will be put on the school website as soon as possible. This ensures that the LA, Bus Companies, Radio Stations and School Governors are all informed of the closure.
- Other communication methods available at the time will also be used to notify parents and staff.

Closure During the School Day

If bad weather occurs after the start of the school day, the following will occur:

- The Headteacher will consult with bus operators re the need for an early closure.
- The Headteacher will discuss the situation with other SLT members.
- The Headteacher will make the final decision re closure.
- If the decision is to close, Bus Operators will be contacted to pick up students.
- A text message will be sent to parents via the Parentpay system or other communication method in use at the time.
- Students will be encouraged to contact parents to inform them of closure.
- Students will be released from school when buses arrive.
- Any students travelling on service buses will be escorted to the appropriate bus stops by members of staff.
- Students travelling by car will remain in school, in the dining annexe until parents/carers/responsible adults pick them up.
- The LA will be informed that the school has closed.
- The Chair of Governors will be informed by the Headteacher.

Staying Open During Periods of Bad Weather

To ensure that the school continues to run smoothly during bad weather it is vital that:

- The School Website informs all stakeholders that the school is open as normal.
- School phones are manned so that parents contacting the school are informed that the school is operating as normal.
- School uniform may be relaxed to ensure that students wear more appropriate clothing for cold weather.
- Students will remain indoors during break and lunchtimes.

Other Emergencies

Dealing with Bomb Threats

All threats of this nature should be taken seriously. The following steps should be put into place.

- Evacuation of the school using the arrangements set out in our fire drill procedures.
- Contact Police.
- Contact LA
- The building should only be reoccupied when the Police declare it to be safe.
- Inform the Chair of Governors

Dealing with Intruders

If an intruder enters the site/school the following procedures should be put into place:

- The incident should be reported to the office.
- The Headteacher should be informed.
- 6 Bells should be sounded to alert staff and students to remain in class.
- Police should be alerted.

Dealing with a Fire

- Every room has a Fire actions notice
- Visitors will be under the 'care' of whomever they are with in school. It is their responsibility to ensure they leave the building safely
- Staff have a list of responsibilities to follow when the fire bell rings (appendix 1)
- There will be at least two fire drills a year that will be evaluated at SLT Operations meetings.
- Each year group will discuss fire procedures.

An Emergency Involving Injury to Personnel.

- Contact a First Aider and obtain medical assistance as quickly as possible. A list of trained first aiders is maintained by the Admin team and is available from reception.
- Ensure all first aid administered is recorded
- Contact the parent or guardian
- If necessary, contact the Directorate Health and Safety Officer
- Complete an accident/incident report form in the usual way.
- If press statements are required, contact the Health and Safety Officer and the Press Office for advice.

Control of Substances Hazardous to Health

There are clear guidelines for the control of the Hazardous Substances in Schools:

- An inventory of all such substances must be kept by departments.
- An overall school record must be kept by the school's Health and Safety Officer.
- Use of these substances must be carefully controlled.
- Substances must be locked away securely when not in use.
- Only designated members of staff should handle these substances.
- These substances must be disposed of according to manufacturer's instructions.

Emergencies

In the event of an emergency involving a hazardous substance, the Headteacher would take immediate steps to:

- Make the area safe
- Minimise the effect of the event
- Inform any staff who may be affected
- Restrict access to the affected area to essential personnel only and provide them with the necessary personal protective equipment until the situation returns to normal.

Dealing with the Media – general advice

From time to time our activities will reach the public spotlight. This might be in a positive or negative context. Organisers of trips or events inevitably have a great deal on their mind apart from the press but the public judge the whole event through the media's presentation of it. It is, therefore, important that time is taken to consider the media.

The following are general suggestions to consider when dealing with the media:-

Consider:

- Who are you speaking to?

- What information do they want?
- Why do they want it?

Before media contact:

- Jot down answers
- Check your facts
- Contact the press office (01926) 418606 for advice
- Prepare a positive, honest and consistent statement.

During an interview:

- Avoid jokey, off-the-cuff remarks. They can have a devastating effect;
- If the interviewer starts, "Would you say that" listen carefully but do not say yes or no.
- Say that you would prefer to explain the situation in your own words
- Try to give some short pithy quotations
- Keep a note of what has been said.

If the interview is being recorded for radio:

- Take your time;
- Keep your remarks brief and factual; and
- If you make a mistake, pause and go back to the start of your sentence.

If the interview is being recorded by television.

- Think of it as a one-to-one talk with the interviewer;
- Clarity and brevity are especially important, as is the pithy comment;
- Try to keep your body and hands as still as possible; and try to smile where appropriate, but in any case, try not to look tense or furtive.

Other issues to consider when in contact with the media:

- Never say 'No comment'. It can be seen as an admission of guilt and gives the journalist a free hand with information that may be incorrect.
- There can be a place for "off the record" conversations. It can be helpful to you and the journalist if he or she will accept an off the record briefing as well as a public statement. You must make it clear when the off the record statement begins and ends.
- If the emergency services are involved, they too will have press support in place and it is normally appropriate to let them lead on handling any queries about the incident. There might still be cause for the media to ask you for information or comment, in addition to any statement agreed above.

There are three main situations in which you may come into contact with the media: good news, bad news, and emergencies.

Good news

It is easy to become too wary of the media, and too protective of those in your charge. However, the vast majority of the activities that young people carry out with us are positive and should be celebrated. Nevertheless, not all occasions are appropriate for inviting the media – if, for example, the young people are particularly vulnerable or cannot be identified.

If there is an opportunity to invite the media to cover an event, it is best to discuss it with senior staff and perhaps the LA press office. Depending on the event, it could be appropriate to take some pictures of the activity and submit them, or it could be simpler to invite the media along at a pre-arranged time to take their own photos.

Either way, it is essential to plan this in advance and to make sure that you have the necessary consent forms for taking images of the young people in your activity. Consider that the media like new and fresh information – plan your publicity in advance rather than afterwards, and aim to get something out as soon as possible; do not wait until you have written your evaluation several weeks later!

Bad news:

The media will follow up stories that they collect from the emergency services and that their readers tell them, and sometimes these can have negative connotations for your establishment. Examples could be a trip to an outdoor centre ending early because of poor behaviour, or incidents of vandalism at or around your establishment.

ONLY THE HEAD TEACHER, DESIGNATED DEPUTY HEAD TEACHER OR THE LA PRESS OFFICE SHOULD SPEAK TO THE MEDIA.

If the media contact you direct about this, you should not reply immediately. If necessary, buy time by saying that you are in a meeting but you will return their call within the hour. Consult your manager to decide who is the most appropriate spokesperson and contact the press office on 01926 418606 for advice. It is important to find out the name and number of the reporter and their organisation, their deadline and what they want to know. Quite often a written statement can be prepared and this will answer their needs.

Emergencies

WHEREVER POSSIBLE, ONLY THE HEAD TEACHER, DESIGNATED DEPUTY HEAD TEACHER OR THE LA PRESS OFFICE SHOULD SPEAK TO THE MEDIA.

It is suggested that establishment staff and governors /management committees should, wherever possible, avoid giving direct comments to the press in these circumstances. However in some circumstances contact with the press will be unavoidable and so you should:

- Prepare a simple statement in conjunction with colleagues
- Present the statement as calmly and objectively as possible
- Wherever possible, refer the press to the Warwickshire County Council Press Office.

- Always be polite and hospitable. Invite them in to speak with you - otherwise they may be forced to get the story from others who know less about it. If you are unsure about this then ring the Press Office for advice
- Even in an emergency take time to think of your statement or the key points you want to make.

Emergency Procedures for Off Site Visits

It is important that the party leader carries Emergency Action Form OSA5 at all times when away from the establishment. In addition the appropriate 'base' contact person should keep Emergency Action Form OSA4 throughout the visit.

To help in the planning process, use the Emergency Action Forms OSA 4 & 5, for the base contact and the party Leader

Nominated Base Contact

The "base contact" should be able to respond immediately at the base to the demands of an emergency; a back-up person should always be available. The school has a nominated Educational Visits Coordinator who will ensure that a "base contact" is always available and appropriately prepared.

To consider before the trip

Emergency Briefing

- Inform all those involved in the trip, including supervisors, youth workers, young people and their parents, who will take charge in an emergency, the named back up cover (usually the Head Teacher or Deputy Headteacher) and what they are expected to do in an emergency.

Who takes charge in an emergency?

The Group Leader would usually take charge in an emergency and would determine whether or not one of the following applies

- If a tour operator is being used their representative will take charge in the case of minor emergencies.

In the case of serious emergencies, the appropriate emergency services will take charge. Emergency procedures checklist during the visit

If an emergency should occur:

- The group leader must always contact the emergency "base contact", or, and/or the Headteacher or Deputy Headteacher if the seriousness of the emergency warrants it.
- if neither can be contacted, another member of the Senior Leadership Team or, *in extremis* the chair of governors

The LA issued emergency contact telephone number is available to support a serious or critical incident.

Warwickshire County Council Support:
Emergency Planning Unit 01926 412580

The establishment contact (base contact) should consider these main factors:

- Ensure that the group leader is in control of the emergency and establish what, if any, assistance is required from the education establishment base
- When it is appropriate to contact parents.
Details of parents' contact numbers need to be available at all times while the group is on the visit. The base contact should act as a link between the group and parents. Parents should be kept as well informed as possible at all stages of the emergency;
- Liaison with the governing body/Senior Leadership Team and/or LA. The base contact should act as a link between the group and head, chair of governors/management committee or LA and arrange for the group to receive assistance, if necessary;
- If a serious incident occurs, the education establishment should consider contacting the LA emergency telephone number as soon as possible. The LA Officers will contact the press office for media support if required.
- NOTE: IT IS THE ESTABLISHMENT HOME BASE CONTACT (USUALLY THE HEADTEACHER OR, IF NOT CONTACTABLE, THE EVC) WHO WILL DECIDE WHETHER OR NOT TO CONTACT THE LOCAL AUTHORITY.

Guidelines

Immediate Response

- Establish the nature and extent of the emergency as quickly as possible;
- Contact the relevant emergency services
- Ensure that all the group are safe and supervised
- Get immediate medical attention and seek to establish the names of the casualties
- Have an official mobile phone available during the visit, but be aware of limited performance in remote areas
- Ensure that a member of staff accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together;
- Ensure that emergency procedures are not breached by individual young people or adults accompanying the party by making independent calls on personal mobile or other telephones;
- Notify the police if necessary;
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence;

Secondary Response

- Inform your establishment emergency (base) contact (refer to OSA1 point 8). The emergency contact number should be available at all times throughout the visit;
- Ascertain telephone numbers for future calls
- Details of the incident to pass to the emergency contact should include:
 - nature of incident;
 - casualty details (names, injuries);

- the names of others involved so that parents can be reassured if necessary;
- Action taken so far and action to be taken (by whom)
- Ensure that the LA Emergency contact is notified as soon as possible for serious incidents, using the supplied telephone number (this should be undertaken by establishment emergency contact);
- Ensure that all group members who need to know are aware of the incident and that group members are following the emergency procedures;
- Keep a written account of all events, times and contacts after the incident;
- Refer media enquiries to your establishment base contact and/or the LA Officer;
- No-one in the group should discuss legal liability with other parties;
- Notify the provider/tour operator (if one is being used);
- Notify the British Embassy / consulate if an emergency occurs overseas;
- Notify the insurers, especially if medical assistance or emergency repatriation is required whilst abroad (this may be undertaken by the emergency contact);

Issues to consider after the trip in which an emergency has occurred

Follow-up Response

- Complete accident report form as soon as possible and return it to the LA Health and Safety Officer
- Review the emergency procedures adopted before the visit

Media contact following a serious incident

See dealing with media (above)

Counselling and Professional Advice

Establishments in this situation sometimes find it helpful to contact local counselling support services and to seek professional advice on how to help individuals and others cope with the effects of a tragedy.

See www.warwickshire.gov.uk/offsiteactivities for further details

Appendix 1

FIRE DRILL PROCEDURES

All Teachers: When the bell goes instruct students to leave everything, close windows (where safe to do so) and doors, turn off lights and to make their way outside to line up – all in silence!

Tutors – Check register on the playground and inform PL which students are not present in the line. Give a list of pupils **not present in the line to PL**. Ensure your group are in a row in register order and are in **silence** to await further instructions.

Progress Leaders: Supervise tutors and collate list of pupils **not present in the line to pass to Sally Smith**. If PL is absent AHT: Pupil Progress – or AEN deputises.

SLT & ELT – check your designated area of school then head outside to support PL's. If a PL is absent – take their place collecting lists of unaccounted for pupils from tutors.

M McCulley: Check designated area of school. Check office staff on the playground have accounted for all staff.

Headteacher: Check designated area. Supervise on the playground. Collect unaccounted for list from Sally Smith. Decide further action as necessary.

Some other members of staff have designated areas to check – please see list at the end of this document

Caretaker: Check fire bell board to discover where the problem is. Call fire brigade if a fire is discovered. Liaise with the Headteacher as necessary.

Part time members of staff and support staff: Go straight to the assembly area on the playground and check in with Sonia Lewis or Anne Alsop. They will have the signing in/out book and it is essential you complete this every day including times of arrival/departure.

Office staff: Every week check the registers have an updated form list tutors can use to take the register. New in year joining students or ensure pupil name is manually added to the tutor group list on the day they join the school

- **Caroline Jennings (Attendance):** Every day print copies of the absent student list for each PL. **This should be done daily by 9am. IN THE EVENT OF FIRE TAKE THIS ABSENCE LIST OUT TO THE PLAYGROUND.**
- If a fire bell rings, clear the office; Sally Smith/Stephanie Chisnall/Sonia Lewis to take the registers, signing in/out books and a couple of pens to the playground
- On the playground – Stephanie Chisnall & Sally Smith to give registers to Form Tutors. Once the registers have been taken, form tutors to return register to PL and inform PL of any pupils **not physically present in the line-up**.

- PL to inform Donna Reynolds (assisted by Caroline Jennings) of pupils not present in the line and Donna Reynolds to check against absence lists with Caroline Jennings and signing in/out book. Donna Reynolds will inform Sally Smith if pupils are still not accounted for. Sally Smith to inform Head if pupils/staff are unaccounted for.
- Sonia Lewis and Anne Alsop to check staff lists, collate missing staff list and pass to Sally Smith who will liaise with the Headteacher.

Offsite Activities: Where pupils are offsite, for whatever reason, a list of names should be passed to the office before leaving the site, with a contact number included. This can then be taken to the playground with the other documents by the office staff. Once all are accounted for on the playground the teacher in charge should be called by telephone

Visitors: Visitors will always be with a member of staff who should take them out to the playground to be checked by Sally Smith and Anne Alsop.

Canteen: Cathryn Norrington to check everyone is out and let Sally Smith or Anne Alsop know if there are any missing people.

Fire Check Areas

- **Matt McCarthy – Performing Arts**
- **Lynette Piggott – Lab 3,4,5 and prep rooms**
- **Rachel McGhie – Top Floor of Old Block, Room J, Library, Finance & IT office, Library, K & L**
- **Alice Nash – Maths block (lower and upper incl. MFL, Art, Room V and HsOY office)**
- **Laura Laszcz – Middle floor of Old Block, including staff room & toilets, prep rooms – check from F all way through to room I**
- **James Deeming – Technology & Room D, reception & offices, B & C, dining area**
- **Michael McCulley –, B & C, Dining area, CO, Student toilets**
- **Steve Jefferies – Hall & PE, SSC rooms, Room A,**
- **Dave Nelson – top field check for outdoor PE group**
- **Lisa Darby – check Reception & offices then remain at front car park to prevent newly arrived visitors or pupils entering the building.**

Note: pupils who have mobility issues (either permanently or temporarily) should be assisted to evacuate the building by the classroom teacher or appropriate person if they are not in a lesson when the fire bells sound. It is the Admin team's responsibility to assess (using the PEEP documentation) the mobility issues of pupils who arrive at school with disabilities or injuries.

PUPILS TO LINE UP ON THE PAINTED SPOTS IN REGISTER ORDER (With the last named student in your group stood on the painted spot) AT THE EDGE OF THE PLAYGROUND WHERE THE PLAYGROUND MEETS THE GRASS. YEAR 7 START AT THE BLUE & WHITE

STRIPED SPOTS NEAREST TO THE COACH PARK, YEAR 11 AT THE OPPOSITE END NEAREST TO ROOM A.

Year 7 - Striped White & Blue Spots

Year 8 – Yellow Spots

Year 9 – Red Spots

Year 10 – Blue Spots

Year 11 - White

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