

Eastbrook School Emergency Plan
Public Version



This plan consists of three parts:

- A. The Emergency Plan.
- B. The Fire Procedures - as the general evacuation procedures.
- C. Emergency School Closure Procedures.
- D. Code Blue (Critical Incident Procedure)

A

Emergency Plan: Procedures. Public Version

During school hours:

1. For **fire** invoke fire procedures in line with Fire Safety guidelines.
2. For a **bomb threat**, inform Headteacher, Deputy Headteacher or Business Manager, who will then decide whether to follow fire procedures and evacuate everyone from the buildings, also alerting the emergency services to the nature of the threat. If necessary, students and staff will be moved back from the buildings further onto the school field or to the school playing fields.
3. For **flood**, Headteacher, Deputy Headteacher or Business Manager to be informed immediately. The school office and Health and Safety Co-ordinator, will be informed by the Headteacher, Deputy Headteacher or Business Manager immediately. The Business Manager will contact Children Services or Borough Control to ask for assistance when necessary. The Headteacher, or in their absence the Deputy Headteacher, will make a decision concerning closure and the school office will invoke the sending home procedures if such a decision is made. If flooding has occurred during the night when the Site Team open the school they must inform the Headteacher and Business Manager, immediately. If the decision is made to close the school a message will be sent to the local Radio station, a notice placed on the website, group call used to inform families and a message placed on the answer phone if the office is not longer able to be staffed. Staff will meet students as they enter school, inform them of the situation and make phones available, if required. Any students who cannot contact their families will be accommodated in school until such time as arrangements are made with their parents/carers.
4. **Extreme weather**, including **snow**. If this occurs overnight the Headteacher will make a decision concerning closure before 7am. Closure procedures would then be invoked. If it occurs during the school day the Headteacher will make a decision concerning the situation if necessary.
5. **Chemical Release or other environmental threat**. As soon as the school is made aware the Headteacher must be informed and the advice of the appropriate authorities will be sought.
6. **Loss of electrical power**. The Business Manager, Headteacher and Health and Safety Co-ordinator to be informed immediately. They will liaise with the Site Team and contact technical services who will locate the fault and advise on further action. If this happens in the morning during the cooler months it may affect the heating and the Headteacher will decide whether the school can remain open or not. If the decision is taken to close the school closure procedure will be invoked.
7. **Burglary**. The school Site Team as the on site premises manager will respond. If he is unavailable the assistant school Site Team are key holders. The Headteacher will be informed at the time by mobile phone.
8. **Other emergency**. Headteacher and Business Manager and the school Site Team to be informed immediately. They will consider the nature of the emergency and take appropriate action.

Out of school and office hours when Site Team are present:

1. Determine nature of emergency.
2. If fire is involved the fire services should be contacted before any other action is taken.
3. If able to deal with emergency, go ahead but ensure that the Headteacher or Business Manager are informed, preferably before dealing with problem. See contact list below and at earliest convenience make a record of what happened.
4. If assistance is required see contact list for available support. If unavailable contact Borough Control and ask for advice.

If neither the school Site Team will not be on site it is the Headteacher's responsibility to ensure that alternative arrangements are in place. The School Secretary is to be informed of these arrangements and she will ensure that the office staff are made aware of them. The Headteacher and Business Manager are contactable by mobile phone while away from school so that he can receive messages. These arrangements will include publication of the emergency contact list, below.

Emergency contact list:

- Valerie Dennis - Headteacher 07811 607835
- Paul Frith - Deputy Headteacher
- Lin Southan - Business Manager
- Stuart Godfrey - Site Team Leader
- Tom Duplock - Site Team
- Ben Acott – Resident Site Team
- Borough Control 0208 594 8356
Fax: 0208 227 3470
- Childrens Services - (Assets) Office hours only: 0208 227 3031
- School Office 0208 270 4567/8
Fax : 0208 270 4545
- Emergency services 999

B

Fire Drill

General Guidelines

1. The school has two separate fire alarm systems. These are:

System 1 - which covers the following areas

1. The main building and E Block
2. Humanities, CDT, Music
3. The Sports Hall
4. The Sixth Form Building

System 2 - which covers the following areas:

5. The Learning Support Centre, Referral Centre, **ETS Demountable and the CLC.**
2. If an alarm sounds in System 1, as the areas covered by System 2 are completely self contained System 2 alarms should not be sounded until the status of the alarm has been determined.
 - 2a. If an alarm sounds in (System 2) the office **MUST** be contacted to establish whether the alarm needs to be triggered for System 1. The building is to be evacuated and personnel are to muster on the school field as per diagram.
 3. If a continuous alarm sounds, during teaching times staff must evacuate their teaching groups to the muster points where students will line up in their form groups and form teachers will check their forms. Staff on non contact time and non teaching staff must also move to the muster points in accordance with the attached guidelines.
 - 3a. If a continuous alarm sounds at any other time, including break time, everybody on site must go to the muster points on the school field. Staff on duty will supervise the move to the muster points. Fire Wardens will check their areas without moving through other buildings to get there
 - 4
 - Technicians, peripatetic staff report to HOD.
 - Clerical and support staff report to the School Business Manager.
 - Kitchen Staff report to the Business Manager
 - Visitors report to School Business Manager.
 - **MALT staff report** to the member of SLT at the car gate
 - All staff should familiarise themselves with these notes and be aware of the evacuation route from their classroom and the form assembly points. Should the normal route be impassable staff must know the next most convenient route as well.
 - **On discovering a fire your first duty is to break an alarm panel. Once you have done that – if you feel confident, you have the means and the fire is small – you may attempt to put it out – but if in doubt GET OUT!!**

Fire Drill Instructions

In Case of Fire

Staff: break fire glass.

Student: report to nearest member of staff.

Drill

1. Continuous alarm sounds.
2. When in class teachers on hearing the continuous alarm are to evacuate their classes in an orderly manner from their classroom using the designated route and take their class to their form muster points. At no time should a class move through another building in order to get to the muster point.
- 2a. If the continuous alarm sounds at any other time – such as break time – all students and staff to report to muster points as soon as possible.
3. Subject teachers to remain with their teaching group and keep control of the students until they reach form muster points, when they should join their form. Teachers in the area will be expected to exercise vigilance and oversee students during the course of the drill. Teachers who are not Tutors should support by supervising the backs of the lines.
4. Designated Fire wardens will clear the buildings as they leave them and report buildings clear to the Headteacher or in their absence the Deputy Headteacher.
5. As soon as possible Tutors check their register and report any students known to be missing to their Head of Year or Year Supervisor – who presents a written list of names to the Headteacher.
6. Year Heads or other persons with responsibility for year groups are to check with their Tutors and report any anomalies as soon as possible to the SLT.
7. SLT report any issues that cannot be sorted to the Headteacher.
9. Technicians and Department Support staff are to report to their Head of Department. Heads of Department – if there are personnel missing they will be reported to the Business Manager who alerts the Headteacher.
10. Clerical, other non teaching staff, apart from those in 8 above, and visitors are to report to The School Business Manager. The School Business Manager will inform the Headteacher if anyone is known to be missing.
11. The Deputy Heads will ensure that all teaching and classroom support staff are present and report any missing members of staff to the Headteacher.
12. The On Call Support Worker will support the Headteacher in gathering the information coming in from staff.

13. No person will re-enter the school until the all clear is given by the Headteacher.

Notes:

The Headteacher will usually be the person in charge of the muster – in their absence it will be a Deputy Headteacher.

Clerical staff are to bring:

1. Paper copies of form registers
2. Fire drill check list files make them available to Heads of Year and SLT.
3. Radios and loud hailer

First aider to bring first aid box

Year Leader check list files will contain:

1. School timetable
2. Room timetable

Health and Safety Co-ordinator check list file will contain:

1. All form lists
2. School timetable
3. Room timetable
4. Current staff list
5. Plans of school
6. Fire alarm points
7. Alarm setting/re setting instruction

Places of Safety

There are three designated Places of Safety. These are all in the Humanities Block and are the three landings at the top of the stairs.

When the Humanities building is evacuated during an alarm the lift **must not be used**.

If anyone is incapable of walking down the stairs they must stay on the landing – it is important that all associated fire doors are closed.

Another able bodied adult may stay with the person left in the Place of Safety.

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The teacher must not stay and must accompany the class to the muster points. The teacher must then advise the person in charge of the muster as to the exact location of anyone who has been left in a Place of Safety. The Headteacher will then make arrangements to collect anyone left in a Place of Safety.

Fire Drill



On discovering a fire or smoke...

...you must raise the alarm. Inform the nearest member of staff – only break the glass panel if no staff are around. If you do break a panel report what you have done to the first member of staff you see.



On hearing or seeing the alarm...

If you are in class

- Stop what you are doing, look at your teacher and listen
- Follow the instructions they give you immediately
- **Stay calm**
- You will leave your classroom when your teacher tells you to do so
- You will take your bag and coat with you
- You will walk to the back field following the route directed
- You will line up with your tutor group – in register order
(Learn this in your tutor time by knowing who you stand behind and who you stand in front of)

If you hear the alarm when you are not in lessons

- Stop what you are doing and look to the nearest member of staff
- Follow the instructions they give you immediately
- **Stay calm**
- If you cannot see a member of staff, make your way to the back field **without going into any other building**
- You will line up with your tutor group – in register order
(Learn this in your tutor time by knowing who you stand behind and who you stand in front of)

It is very important that everyone behaves calmly and sensibly. Your tutors will take the register. You must listen for further instructions.

The Headteacher will address the whole school before you are dismissed. You must listen in silence.

If it is a drill or the emergency has passed you will go back to your lessons calmly and quietly.

Places of Safety

- No one should use the lift

- If you are upstairs and cannot use the stairs you must remain on the landings at the top of the stairs
- You must close all the doors in the area
- Staff or Rescue Service will come to help you

C

Emergency School Closure Procedure

General principles:

- It is the Headteacher's responsibility to decide whether a closure is necessary or not.
- Should they not be present this duty is delegated to the next most senior member of staff on site.
- This decision will only be taken in extreme circumstances when all other options have been considered, and in the interests of health and safety. If possible the School Health and Safety Co-ordinator, the LA, Chair of Governors and other senior colleagues will be consulted before taking such a decision.
- Where applicable the advice of the relevant emergency services will, also be sought.

Procedures:

- Any member of staff who becomes aware of a situation that is a threat to the health and safety of members of the school must inform the Headteacher immediately.
- If an external contact, for example by telephone, is made that contains information that threatens the health and safety situation in the school, once again the Headteacher must be informed immediately.

A If the Headteacher is aware of the necessity to close before the school day begins:

1. Students' families and staff will be contacted by text message
2. Contact will be made with the local radio station
3. A notice will be placed on the school web site
4. A message will be placed on the school answer phone system if the office is unable to be staffed
5. Staff will be on duty at the school gates to inform students and families
6. Any student unable to return home safely will be supervised by the school on the premises wherever possible. If this is not safe, advice will be sought from the LA.

B If the emergency occurs during the school day:

1. Students and staff will be told as soon as possible and given the reason for the closure, unless this would put anyone into danger SLT will be responsible for organising an orderly dismissal
2. Students unable to go home will be accommodated, usually, in the school hall or library, until other arrangements can be made
3. Any student who needs to will be able to ask for their parent or guardian to be contacted. This can be done through the school office, but any member of staff willing to help can also assist.

4. Records of all such contacts in this context must be given into the school office so that a central record can be kept.
5. Written explanation will be provided to all students and should a student need to contact home they will be supported in doing so.
6. General undated notification will be pre-prepared in case of electrical failure

D

Code Blue (Critical Incident Procedures)

In some circumstances it may be necessary to keep students in their classrooms rather than evacuate to the back field. Such circumstances may include:

- A serious accident where person or persons have been seriously hurt and emergency services are required to attend the scene.
- An incident on part of the premises that may need to be contained.
- A number of intruders on site – or one that is a known cause of danger.
- Problems outside the school that could impact upon the health and safety of members of the school.
- Or any other incident that may need time for the danger or disturbing scene to be neutralised.

When **Code Blue** procedures are to be used the decision will be taken by the Headteacher.

1. The school office will be informed as soon as possible
2. The Site Team will be informed by radio and will follow further instructions
3. A member of SLT will go immediately to the school car gate with one of the site team – if it is safe to do so – and will remain in contact by radio
4. The school office will issue Code Blue Notices to all areas of the school.
5. These will be delivered by members of staff – as quickly as possible
6. They will also be circulated by an urgent all staff email
7. ICT Technical team will go to their office (if safe) and await further instructions
8. Teaching and support staff who are in the classroom will remain in their classrooms with their classes until further notice.
9. All staff not in classrooms or with students, should go to the school office and report for further instructions – unless it is unsafe to do so – when they should stay where they are.
10. The Headteacher will liaise with all other agencies and make relevant decisions
11. The Headteacher will establish an **Emergency Team** of available staff as soon as possible and give each member clear roles and responsibilities.
12. Staff will be kept informed, by email, phone or hand delivered notice.
13. During the emergency staff should refrain from using mobile phones as the **Emergency Team** may try to make contact. Students should also be prevented from making calls or texts unless notified otherwise.
14. It is likely that when it is safe to release students that this will be done on an area / class by class basis, especially if they are to be leaving the site. If the day can reconvene, it is likely that the next natural change over will be the point of return to the normal school day. This will be administered by the **Emergency Team** under the direction of the Headteacher.

Code Blue Notice

The school is in an emergency situation, please continue as normal until the end of the teaching period.

If the situation has not been resolved by that time, **only then** inform the pupils that something has happened and that they must stay in your classroom with you until further notice.

No-one should be allowed to leave the room until you receive further notification from SLT.

Any member of staff not involved with pupils at the moment must report to the school office and await further instructions.

Please open your inbox and watch for incoming emails. Further information will be sent to you as soon as possible.

During the emergency staff should refrain from using mobile phones as the school office or the Headteacher may try to contact you using this method.

You should also prevent students from making calls unless alerted otherwise.

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