

# EMERGENCY PLAN



## Brough Primary School

<b>Date of Issue:</b>	June 2021
<b>Copies of this document are available from:</b>	Main School Office School Business Manager's Office Headteacher's Office Staffroom An electronic system on the shared network – shared with SLT and governors
<b>Name of Responsible Person:</b>	Helen Shepherdson
<b>Signature of Responsible Person:</b>	

### Details of Critical Incident Management Team (CIMT)

Whilst every individual within the school has a role to play in the response to a critical incident, the following individuals have designated roles:

<p>Incident Manager: <b>Head teacher – Helen Shepherdson</b></p> <p><i>Deputy Incident Manager: Deputy Headteacher – Simon Mearns</i></p>	<p>Lead the CIMT and have overall responsibility for the schools response to the emergency situation</p> <p>Notify the council</p> <p>Liaise with emergency services</p> <p>Delegate roles to members of the CIMT as necessary</p> <p>Coordinate regular briefings with CIMT and the wider staff team.</p>
<p>School Operations Manager: <b>SLT members – Simon Mearns / Ghislaine Perry / Sarah Fraser / Sarah Wilson</b></p>	<p>Whilst the Incident Manager is dealing with the incident itself, normal running of the school must be maintained as far as possible. The School Operations Manager (e.g. deputy Head teacher or other designated member of the Senior Leadership Team) should be the point of contact for ‘normal, everyday’ enquiries.</p>
<p>Admin Officer: <b>School Business Manager – Sue Marshall</b></p> <p><i>Deputy Admin Officer – Louise Kirlew</i></p>	<p>Liaise with council services</p> <p>Coordinating a record of contacts</p> <p>Collate details of medical conditions</p> <p>Recording and directing of individuals visiting the school</p> <p>Contacting relevant individuals such as chair of governors, Diocese, etc.</p> <p>Identify a suitable, private space for meetings/interviews</p> <p>Maintain a record of all actions taken and decisions made in the event of any inquiry/investigation</p>
<p>Control Centre Coordinator: <b>Receptionist/Clerical assistant – Becky Maskill</b></p> <p><i>Deputy Control Centre Coordinator – Lucy Reuben/Ann Nazir</i></p>	<p>Ensure that the control centre is equipped with the necessary means of communication, facilities and equipment</p> <p>Liaise with designated, off site ‘Place of Safety’ if full site evacuation is required</p>
<p>Media Officer: <b>School Business Manager – Sue Marshall</b></p> <p><i>Deputy Media Officer – Amanda Rozenbroek</i></p>	<p>Notify the local authority Press Office and liaise with them to ensure press enquiries are dealt with appropriately and with support from the council.</p>

	<p>Act as main point of contact and spokesperson for all press enquiries on behalf of the school</p> <p>Agree the timings of press conferences/releases and photograph opportunities</p>
<p>Finance Officer:  <b>Head teacher – Helen Shepherdson</b>  <b>School Business Manager – Sue Marshall</b></p>	<p>Authorised person to access and agree spending of funds as part of emergency response</p> <p>Liaise with local authority Finance</p> <p>Liaise with local authority Insurance</p>
<p>Parent Liaison/Wellbeing Officer:  <b>Assistant Head teacher – Amanda Rozenbroek</b></p> <p><i>Deputy Parent Liaison / Wellbeing Officer:  Tracey Gillibrand</i></p>	<p>Briefing and liaising with staff, pupils and parents</p> <p>Liaising with Educational Psychology, Occupational Health, or other relevant services to help coordinate pupil and staff support</p>
<p>Premises Manager:  <b>Site Manager – Phil Harrison</b>  <b>Deputy Headteacher – Simon Mearns</b></p>	<p>Liaise with local authority Building Services Officers</p> <p>Act as point of contact for building related queries, such as location of gas, electricity and water services, asbestos, and other potentially hazardous substances (eg oxyacetylene, chemicals, radioactive sources)</p> <p>Ensure suitable security measures are in place/enhanced where required: deterring intruders, restricting press access and controlling visitors.</p> <p>Support staff in the setup of a control centre</p> <p>Manage parking arrangements on site if necessary to ensure access for emergency vehicles.</p>

You may only deviate from your nominated role with the express agreement of the Incident Manager. Best intentions to assume these roles without consent or agreement from the Incident Manager are not acceptable.

## Evacuation

Signal for Fire Evacuation	Klaxon continuous ring
Signal for Bomb Evacuation	Email/Text message to relevant staff who will communicate with their team
Signal for All Clear	Upon instruction from the Incident Manager, following liaison with the emergency services as appropriate

Fire Assembly Point (s):	Large playing field
Bomb Assembly Point (s):	Small field opposite the car park

What to do if you discover a fire (if not automatically detected):  
Press the red fire button to raise the alarm

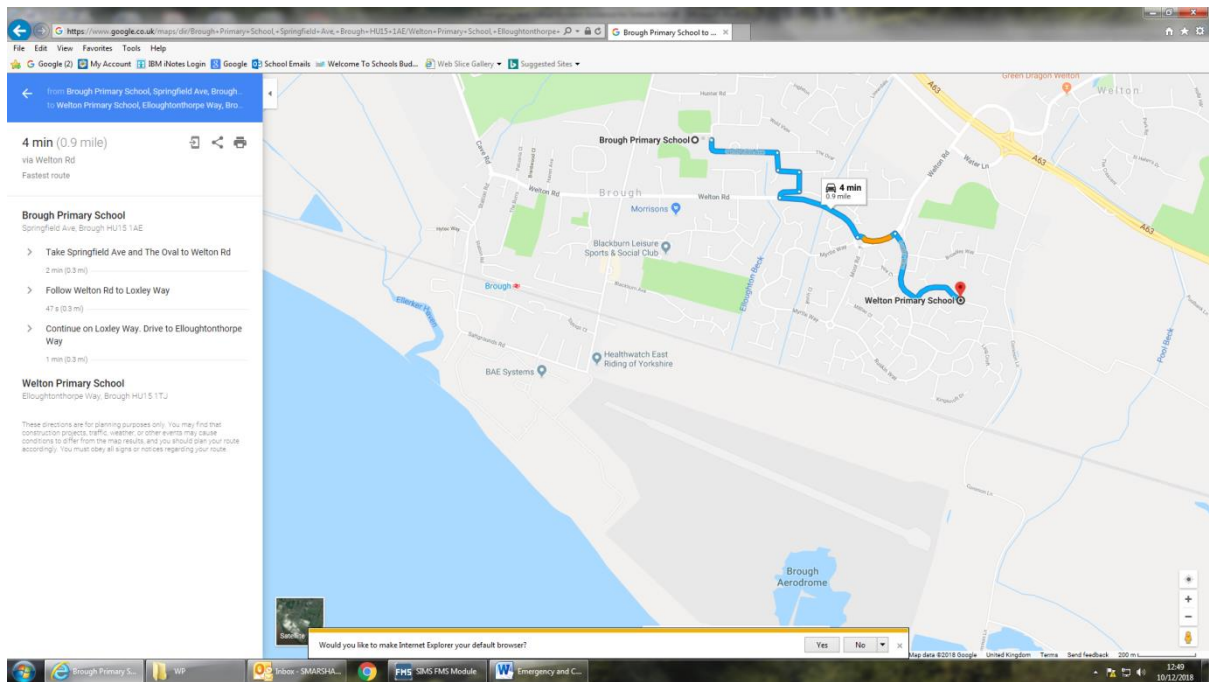
What to do if you discover a bomb/suspicious package or telephone alert:  
See Bomb Alert Telephone Record  
Follow bomb threat guidance and notify CIMT

In the event that the school is considered unsuitable for occupation, the Incident Manager will communicate the decision to evacuate to an agreed place of safety:

Designated, off site 'Place of Safety'	Welton Primary School
Contact Details for 'Place of Safety'	01482 667222

The safe route to be taken is:

- Head south on Springfield Avenue towards The Oval
- Turn right onto The Oval
- Turn left to stay on The Oval
- Turn right onto Thorpe Road
- Turn right onto Humber Crescent
- Turn left onto Welton Road
- At the roundabout, take the 1<sup>st</sup> exit and stay on Welton Road
- Turn right onto Loxely Way
- Turn left onto Elloughtonthorpe Way



- If an evacuation is required during the school day, parents will be notified via text message and email through Parentmail.
- Parents will be notified where to collect children from, dependent upon the time of day.
- Copies of class lists will be distributed to ensure all children collected are registered and recorded.

## Shelter

Shelter may be required within the school building due to report of an environmental hazard (e.g. smoke plume, fire within the vicinity), animals loose on site, or emergency which may require emergency services and it would be prudent to have a clear space to allow for the emergency to be dealt with without distraction/upset.

Signal for Shelter (Indoor)	Email/text message to relevant staff who will communicate with their team
Signal for Shelter (Outdoor):	Email/text message to relevant staff who will communicate with their team. Walkie Talkie where phones are not accessible.
Signal for All Clear:	Upon instruction from the Incident Manager

### **Procedures to be followed:**

- ◆ Ensure all staff, children and visitors are brought inside in a calm and orderly manner.
- ◆ If appropriate they may need to be brought away from one side of the building (e.g. if there is a risk of blast which may shatter windows).
- ◆ If there is an environmental hazard ensure that all doors and windows are closed and that air circulation/ventilation systems are switched off.
- ◆ Take a register or head count of all children, staff and visitors, wherever possible making reference to the appropriate class registers and signing in books.
- ◆ Reassure pupils and engage in classroom based activities.
- ◆ If possible, have your mobile phone to hand.
- ◆ Do not publicise on social media - All media enquiries must be coordinated through the Media Officer and contact with relevant individuals will be coordinated through the Admin Officer and/or Parent Liaison/Wellbeing Officer to avoid miscommunication or panic.
- ◆ Remain inside until the all-clear has been given by the Incident Manager (CIMT). This may be received from outside agencies such as the Emergency Services, but only once you have received the information from the Incident Manager (CIMT) can you stand down.
- ◆ Take whatever action is necessary to protect both yourself, children and visitors, but maintain communication to the very best of your ability with the CIMT.

## Shelter Due to Security Breach

Shelter may be required due to a security breach on site. Whilst the risk of this occurring is low due to security measures already in place at the school, these procedures may provide reassurance.

The Government Advice for action to take in such a situation is:

### Run, Hide, Tell

Signal for Security Shelter (Indoor):	Email/Text message to relevant staff who will communicate with their team. Use of megaphone to relay information if/when appropriate.
Signal for Security Shelter (Outdoor):	Email/Text message to relevant staff who will communicate with their team. Use of walkie talkies if phones not accessible. Use of megaphone to relay information if/when appropriate.
Signal for All Clear:	Upon instruction from the Incident Manager

Rooms Identified as suitable for use are:

**All rooms – place door stop under the door from the inside, this will stop the door from being opened from the outside.**

Doors that need to be secured to prevent internal access are:

**All external doors should be secure at all times.**

**All internal doors should be secured as outlined above.**

Means of Communication:

E.g. walkie talkies, group text, telephones in classrooms/kitchen, etc.

**Please note that in a security breach situation mobile phones should be kept to hand, and on 'silent' mode if possible.**

### Procedure to be followed:

- ◆ Close blinds
- ◆ Turn off lights
- ◆ Lock the door if possible (some doors have 'thumb turn' locks which are ideal)
- ◆ Stay away from windows and doors
- ◆ Keep out of sight if possible – sit on the floor, under tables, or against walls

- ◆ Consider visibility windows in doors – avoid sheltering in the line of sight through them
- ◆ Take a register or head count of all children, staff and visitors, wherever possible making reference to the appropriate class registers and signing in books.
- ◆ Take whatever action is necessary to protect both yourself, children and visitors but maintain communication to the very best of your ability with the CIMT.
- ◆ If possible, have your mobile phone to hand but switch to ‘silent’ mode
- ◆ Identify an ‘exit’ point if you need to make an escape
- ◆ Do not publicise on social media - All media enquiries must be coordinated through the Media Officer and contact with relevant individuals will be coordinated through the Admin Officer and/or Parent Liaison/Wellbeing Officer to avoid miscommunication or panic.
- ◆ Remain inside until the all-clear has been given by the Incident Manager (CIMT). This may be received from outside agencies such as the Emergency Services, but only once you have received the information from the Incident Manager (CIMT) can you stand down.

### **School Closure**

Schools Emergency Closure Guidance to be followed.

In the event of a school closure, either before the start of the school day or during the day, parents will receive a text message and an email through the Parentmail system. Staff will be notified by text message and email before the start of the school day.

Other people/organisations to contact in the event of an emergency or closure are:

- Rainbow Lodge at Brough Primary School (668556 or 07776597954)
- Brough Children’s Centre (669474)
- Brough Eagles (07725919681)
- Cleaners (Alison Cochran) (395844 or 07920785858)
- School Kitchen (212)

### **School Fire Procedures**

Follow the school fire procedures displayed in all rooms.



## Bomb Alert Telephone Record

\*If you receive a telephone call from someone who claims to have information about a bomb on your site, record as much information as possible using the prompt questions below.

Remain as calm and courteous as possible. Do not provoke the caller.\*

Time of Call:	
Telephone Number You Were Contacted From (if caller ID available, or dial 1471 after the call as this may provide a number):	
Exact Wording of the Threat:	

How many bombs are there?	
Where is the bomb located?	
When will it explode?	
What will cause it to explode?	
What does it look like?	
What kind of bomb is it?	
Did you place the bomb? Why did you do it?	
What is your name?	
What is your address?	
What telephone number can you be contacted on?	
Can you tell me anything else that might be useful?	

Time Call Ended:	
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**CONTACT THE HEAD TEACHER OR MEMBER OF SENIOR LEADERSHIP TEAM IMMEDIATELY**

Other Useful Information:

What gender was the caller?	Male / Female
Approximately how old was the caller?	
Did the caller have an accent?	
Did the caller sound familiar?	
Did the caller use a code word?	
Was there any obvious background noises?	

**What sort of voice did the caller have?**

- |                                    |  |  |
|------------------------------------|--|--|
| <input type="checkbox"/> Normal    | <input type="checkbox"/> Well-spoken   | <input type="checkbox"/> Speech Impediment |
| <input type="checkbox"/> Loud      | <input type="checkbox"/> Poorly Spoken | <input type="checkbox"/> Slur              |
| <input type="checkbox"/> Quiet     | <input type="checkbox"/> Deep          |  |
| <input type="checkbox"/> Whispered | <input type="checkbox"/> High Pitched  |  |

- Clear
- Hoarse
- Disguised
- Nasal

Other .....

**What speed did the caller talk?**

- Normal
- Quick
- Slow

**How did the caller sound?**

- Calm
- Angry
- Excited
- Irritated
- Amused
- Confused
- Upset

Other .....

**Bomb Alert via E-mail**

Please see East Riding of Yorkshire Council's advice and guidance and include actions in your plan

Other Useful Information

Make sure that if evacuating the school, you take an electronic device from which you can make/receive calls and e-mails.

## Emergency Contact Information

Service		Contact
Emergency Services		999
East Riding Safeguarding Children's Board to Report a child death (you must call this number to report a child death)	Margo Smith, Business Manager, ERSCB	Tel: 01482 395446 Email: <a href="mailto:margaret.smith@eastriding.gcsx.gov.uk">margaret.smith@eastriding.gcsx.gov.uk</a> (07800853363 out of office hours)
Local Authority 24 Hour Emergency (number to be called for all emergencies except child death)	This service can be contacted to obtain the relevant support from any council service outside normal working hours (24 hour service)	01482 392999 (24 hours)
PLEASE NOTE THAT OF THE BELOW COUNCIL SERVICES THAT ARE OFFICE HOURS, IN THE EVENT OF AN OUT OF HOURS EMERGENCY THE PERSON RECEIVING YOUR CALL ON THE 24 HOUR NUMBERS (above) WILL HAVE ACCESS TO SUPPORT FROM ALL COUNCIL SERVICES.		
Schools Asset Manager		01482 392191 (office hours)
Safety Services		01482 391117 (office hours)
Communications/Press Office		01482 391440 (office hours)
Educational Visits Coordinator		01482 392417 (office hours)
Educational Psychologists		01482 392254 (office hours)
ERYC IT		01482 394444 (office hours)
Police Non-Emergency		101 (24 hours)
NHS Direct		111 (24 hours)
NPower		0800 073 3000
Northern Powergrid		0800 011 332 (24 hours)
Scottish Power		0800 027 0072
Environment Agency		<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a> <a href="tel:0800807060">0800 80 70 60 (incident hotline 24 hours)</a>
Yorkshire Water		0902 395 0541
Gas Leaks (national grid emergency line)		0800 111 999 (24 hours)

**EMERGENCY LOG SHEET**

**FIRST NOTICE**

USE THIS FORM TO RECORD INITIAL INFORMATION RECEIVED ON THE INCIDENT  
COMPLETE AS MANY BOXES AS POSSIBLE      START YOUR LOG AS SOON AS POSSIBLE

**SCHOOL** \_\_\_\_\_

Date	Time	Your Name
Caller's Name	Caller's Phone Number	
Caller's Organisation	Caller's Location	

**INCIDENT DETAILS**

Location
Details

Lead Organisation	Contact Name and Number
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Other responding Organisations
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Initial Actions/Responses
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