

# Merton Junior School

*Be wise, together we succeed*



## Emergency Evacuation Plan

Date approved: September 2015

Review date: Sept 2019

Updated: January 2017 June 2018

Helen Palmer

Headteacher:

Signed:

Date:

*Kate Fowkes*

Chair of Governors: Signed:

Date:

### Definition:

'An event – or events – usually sudden, which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures and which is likely to have emotional and organisational consequences.

### AIMS:

#### To:-

1. Create an awareness of the need for planned arrangements to be made.
2. Provide re-assurance of the practical help that is available from the Local Authority and other agencies, at short notice.
3. Recommend the need for each school to develop complementary emergency arrangements, in line with the enclosed draft plan.
4. Pass on advice based upon previous experiences.
5. Give guidance on other source of information and help.

### SCOPE OF THE PLAN:

#### In School:

- A deliberate act of violence, such as the use of a knife or firearm
- A school fire or explosion
- A pupil or teacher being taken hostage
- The destruction or serious vandalising of part of the school

#### Outside School:

- The death of a pupil or member of staff through natural causes or accidents
- A transport-related accident involving pupils and/or members of staff

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- A more widespread disaster in the community
- Death or injuries on school journeys or excursions
- Civil disturbances and terrorism

In respect of school trips and visits guidance is available from the DfES good practice guide Health & Safety of Pupils on Educational Visits and the school's Off-site Policy.

## The Local Authority Support Team

# Activation

**In the event of a School related emergency the proposed arrangement is outlined here:**

### INCIDENT OCCURS

Helen Palmer is notified.

In the absence of the Headteacher, the Deputy Headteacher, Kayleigh Reading, will assume authority



### Helen Palmer (or Authorised Staff) rings:

Senior Officer @ LA Health & Safety Team

No: 01962 876203 Requesting LEA help



**OUT OF OFFICE HOURS** – Central Control Contacts a Designated Senior Officer from the '**LEA EMERGENCY SUPPORT TEAM**'



### The Senior Officer Activated:

- Establishes contact with Helen Palmer (or Authorised Staff Member)
- Activates 'First Response Officers' as per contact list, to attend the school (e.g. Communications Experts, Public Relations and an LEA Team Co-ordinator.)



#### LEA Team Co-ordinator

- Puts Support Team Officers on Standby
- Attends site
- Mobilises Supports Team Officers as required



#### Senior Officer

Attends site to:

- Assist/advise Headteacher/ Deputy Head
- Determines full needs
- Takes action accordingly



#### Headteacher (or Deputy Head)

- Nominates on-site Co-ordinator
- Identifies on-site facilities
- Mobilises on-site Team (if appropriate)

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### Emergency action list

#### ACTION BY:- Headteacher : Helen Palmer

#### Stage 1 - Initial Actions

- Open and continue to maintain, a personal log of all factual information received, actions taken, and the time of those events.
- Make every attempt to clarify exactly what has happened.
- Then consider whether Incident requires involvement of 'Local Authority Support Team' NB: it is requested that initial contact be always made with the Local Authority in emergencies in case they have wider significance.
- If so, contact one of the single point contact numbers.(at the end of the policy)
- Establish whom they will contact. Check this includes the Education Committee Chair.

#### **If during term time:**

- Unless there is overwhelming pressure, avoid closing the school & endeavour to maintain normal routines & timetables.

#### **If outside term time (or outside school hours):**

- Arrange for:-
  - the Caretaker to open certain parts of the school as appropriate and to be available (and responsive) to requests.
  - Immediate School Administration support.
- Think about what you are wearing when you go into school, in case you are unavoidably drawn into a TV interview.
- If the Incident does attract Media attention, you are likely to be inundated with requests for interviews and statements. Try to postpone Media comment until after the LA's PR Officer arrived (who will be part of the 'Local Authority Support Team'). If you cannot, see Appendix 2 for some key points to remember.

**NB:** It is especially important that if names of those who may have been involved in the incident are known DO NOT release – or confirm – them to anyone, before those identities are formally agreed and parents are informed.

- If deputising for the Headteacher, try if possible to contact and brief him/her.
- Inform Chair of Governors-
  - of Incident and, if appropriate, of involvement of 'Local Authority Support Team'.
  - they should standby to be available for interview by the Media.
- Call in the designated staff members to form the '**School Emergency Management Team**', and nominate one as the On-Site Coordinator to oversee that Team on your behalf.
- Be prepared to receive many telephone calls.
- Recognise the relevance of multi-cultural and multi-faith factors in the response.

# Emergency Evacuation Plan

## School Emergency Management Team Members are:

- Helen Palmer, Head Teacher
- Kayleigh Reading, Deputy Headteacher
- Sarah McGillivray, Assistant Headteacher
- Jill Dyer, SENCo
- Rebecca Fisher, Inclusion Manager
- Louise O'Neill, Senior Administrative Manager
- Helen Hooley, Administrative Officer
- Any member of staff deemed necessary e.g LSA / Classteacher

## Stage 2 – Once established:

Brief Staff Member acting as On-Site Co-ordinator to oversee the following:-

- If 'Local Authority Support Team' has been activated, arrange for On-Site facilities for the Team.
- Agree appropriate identification of staff by using badges
- Expect to see identification of Local Authority Support Team Officers.
- Set up arrangements to manage visitors – arrange for their names to be recorded.
- Set up arrangements to enable accurate information to flow into and out of the school and for telephone calls, by ensuring –
  - sufficient help is available to answer the many calls that could be received (The Local Authority Support Team will be able to assist with a 'Help-Line')
  - staff maintain records of all calls received
  - brief, but up-to-date prepared statements are available to staff answering phones
  - media calls are directed to the LA's PR officer
  - care is taken when answering telephone calls
  - an independent telephone is made available for outgoing calls only – a mobile phone can be useful – but remember such messages can be readily intercepted
  - telephone staff are reminded that some calls could be bogus
- To arrange for all staff – not just teaching staff – to be called in and, if necessary, briefed at an early stage. (Subsequent briefings say 2 x per day for 10 minutes, should be arranged)
- To be aware of how colleagues are coping
- To arrange for all pupils to be told, in simple terms, at an early stage (ideally in small groups and initially by class teachers, wherever possible).
- To brief Team to discourage staff and pupils from speaking to the Media.
- To arrange, if appropriate, for Team members to each have a copy of the Next-of-Kin List.

**Parents:**

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- If pupils are involved, the contacting of parents will be an important early task (remember if it is a major Incident, the parents may well have already heard). It may be appropriate to ask the parents to come to the school for a briefing and support. This will need to be done with the utmost care.
- Maintain regular contact with parents.
- If Incident away from school seek Police advice whether parents should travel to the scene, or whether children should be taken home.

### **Staff:**

- Remember to have regular breaks, and advise others to do so.
- Maintain regular contact with staff (Teachers and office staff). Make a point of seeing that all staff involved know each other's roles & responsibilities.
- Always try to think of something positive to say to staff & respond positively to ideas and suggestions
- Be available to see staff when required.
- Remember some members of staff may be so affected, that they will not be able to help in supporting children
- Recognise also that if the burden of dealing with the situation falls disproportionately on a small number of staff, they too could need professional support.
- If Incident is away from school, try to dissuade shocked staff from driving parents to the scene.

### **'Local Authority Support Team'**

- Maintain liaison with 'Local Authority Support Team' Senior Officer for duration of Incident.

### **Stage 3 – Period following the close of the incident:**

- When appropriate, seek advice from 'Local Authority Support Team' and local clergy contact on special assemblies/funeral/memorial services.
- Prepare joint report with named Senior Officer, for Director of Education.
- Arrange for a member of staff to make contact with any pupils either at home or in hospital.
- Make sensitive arrangements for the return to school (as appropriate).

### **Stage 4 – Longer term issues:**

The effects of some Incidents can continue for years. Thought will need to be given to:-

- Work with staff to monitor pupils informally
- Clarify procedures for referring pupils for individual help
- Be aware that some staff may also need help in the longer term.
- Recognise and if appropriate, marking anniversaries
- Remember to make any new staff aware of which pupils were affected and how they were affected.
- Remember that legal processes, inquiries and even news stories may bring back distressing

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memories and cause temporary upset within the school.

- Remember if the Incident does attract Media attention, it is likely that interest will continue for many weeks.

# Emergency action list

## ACTION BY:- EMERGENCY MANAGEMENT TEAM

### Stage 1 – Initial Actions

- Obtain full facts of Incident from Helen Palmer
- Open and continue to maintain a personal log of information received, actions taken and the time of those events
- Assist, where appropriate, in assessing the emotional needs of the staff and pupils. Co-ordinate rapid action to sensitively inform staff and pupils to provide appropriate support
- Assist class teachers who will undertake classroom briefings
- Arrange special groups for very distressed pupils.

### Stage 2 – Once Established

- Under guidance from School On-Site Co-ordinator, assist Helen Palmer (or Kayleigh Reading)
- Work with LA Support Team, Helen Palmer (or Kayleigh Reading) and School On-Site Co-ordinator as directed.

### Stage 3 – Period Following Close of the Incident

- As above

This team should comprise: Up to 4 senior members of staff, together with office staff.

## ACTION BY:- ADMINISTRATIVE ASSISTANTS

### Stage 1 – Initial Actions

- Obtain full facts of Incident from Headteacher (or Deputy Headteacher)
- Open and continue to maintain a personal log of information received, actions taken and the time of those events
- If coming in from home, remember to bring useful items, such as any keys needed.

### Stage 2 – Once established

- Under guidance from School On-Site Co-ordinator, assist the Headteacher (or Deputy Head)
- Work with LA Support Team, the Headteacher (or Deputy Head) and School On-Site Co-ordinator as directed.
- Remember the School Office is likely to be the first point of contact for visitors, so exercise

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caution in making comments

- Concerning incoming telephone calls
  - take special care when answering telephone calls early on
  - maintain a record of calls received
  - only give out information from prepared statements that will be made available
  - remember that some calls could be bogus

### Stage 3 – Period Following Close of the Incident

- As above

### Points to note with media interviews

- Have another person with you, if possible, to monitor the interview
- **If possible, agree an interview format i.e. establish what the interviewer wants to ask.**
- Be prepared to think on your feet, but try to decide beforehand what you want to say. Do not read out.
- Remember you could be quoted on anything you say to a journalist, even if it is not part of the formal interview.
- Be prepared to say you cannot comment.
- Don't over-elaborate your answers
- Refuse requests for photos or schoolwork of children/staff involved.
- Try to keep a grip on your emotions during interviews-especially if it is TV.
- Most journalists are responsible, but check where interview/camera team go, when interview is over.

## Contact List

The names and telephone numbers of organisations and individuals who may be useful to the School in an emergency:

Organisation	Name	Telephone No.
Merton Junior School	Headteacher Helen Palmer	Work 01256 326573 Mobile 07414927990 Home 01264 391607
Merton Junior School	Deputy Headteacher- Kayleigh Reading	Work – 01256 326573 Home – 01420 257358 Mob – 07931724047
Merton Junior School	Assistant Headteacher – Sarah McGillivray	Work – 01256 326573 Home – 01256 476310 Mob - 07941864882
Merton Junior School	SENDCo – Jill Dyer	Work – 01256 326573 Mobile 07393628399
Emergency Team	Senior Admin Officer Louise O'Neill	Work – 01256 326573 Mob - 07557799585
Emergency Team	Admin Officer – Helen Hooley	Work – 01256 326573 Mob - 07810495791
Emergency Team	Inclusion Manager – Rebecca Fisher	Work – 01256 326573

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		Mob - 07717507805
Merton Infant School	Headteacher Larissa James	Work – 01256 324507 Home – 01252 668838 Mob – 07973 516692
Merton Infant School	Deputy Head – Zoe Whisken	Mob - 07414292979
Health & Safety Team	Faye Butterfield Senior Risk Advisor	01962 876291
Health & Safety Team	Helen Barrett, Senior Risk Advisor	01962 876308

<b>Telephone numbers</b>	<b>General telephone numbers</b>
Local education office: <b>02380816133</b>	Fire and Rescue Service: <b>999</b>
HCC emergency out of hours <b>023 9226 5113</b>	Local police: <b>999 or 101</b>
HCC press office <b>01962 847368</b>	District council: <b>01256 844 844</b>
Property Services <b>01962 847778</b>	Local gas company: <b>0800 111 999</b>
Property Services emergency out of office hours <b>0870 2422220</b>	Local electricity company: <b>0800 0727282</b>
Emergency Planning Unit <b>01962 845248</b>	Local water company: <b>0333 0000002</b>
Employee Support Line <b>02380 626606</b>	Local radio: <b>The Breeze Radio 01256 694000</b>
Children’s Services Health & Safety Team (Reporting & Enquiries) <b>01962 876220</b>	

## Other Considerations

- Use and contents of the grab bag
- Attaching a site plan with this emergency plan
- Additionally holding the site plan off-site and easily accessible
- Secondary evacuation/assembly point should the primary point be inaccessible
- Procedures for contacting parents
- Weather conditions and cold/hot temperatures
- Eating and drinking
- Toilets and washing facilities