



# **EMERGENCY PLANNING POLICY**

## **(including procedure for closure due to snow)**

### **The definition of a crisis**

A critical event or point of decision, which if not handled in an appropriate and timely manner (or not handled at all), may turn into or already be a major incident, disaster or catastrophe that cannot be handled at a local level. A crisis could be -:

- Death of a pupil or member of staff
- Natural disaster
- Road traffic accident
- Terrorism or hostage situation
- Kidnap or disappearance of pupil
- Violence and assault
- Major destruction or vandalism
- Loss of staff (due to sickness, accident, etc.)
- Fire or explosion
- Chemical or toxic substance release
- The effects of disasters in the wider community
- Flooding

### **Manager's Checklist**

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The checklist given below identifies key actions

1. Does the school have current suitable emergency procedures/a business continuity plan in place to deal with major incidents?
2. The Business Continuity Plan is not a prescriptive list of actions to manage any incident but forms a basic structure upon which an effective response can be built. It draws together the resources, data and procedures which the school needs to enable it to run in a crisis.
3. Has all trip information including schedule, risk assessments, first aid certificates etc been uploaded onto EVOLVE and approved by the headteacher and local authority?

## **APPENDIX 1: GUIDANCE FOR GROUP LEADERS ON - OUT OF SCHOOL ACTIVITIES IN THE UK**

### **THERE HAS BEEN A MAJOR INCIDENT**

Obtain facts and information - record all actions – if not immediately, as soon as possible after the events.

Call emergency services as necessary using 999 systems-

- Police,
- Ambulance
- Fire
- Coastguard Mountain Rescue
- Administer first aid where possible - Be aware of blood contact
- Call other assistance as necessary (Staff, passers-by, First Aid, Doctor)
- Identify and keep a record of witnesses

Establish who is in charge - account for all members of your party,

- If party is all together, arrange for non-casualties to return to base and await further information.
- If party is in separate groups inform other groups where possible.
- Ensure non-casualties stay together.

Establish contact point, if possible, one member of staff to remain at incident site to liaise with emergency services.

- Travel with casualties to hospital
- Inform school/senior member of staff on call (see Category 3) - GIVE INFORMATION
- Names of those involved
- Nature, date, time location of incident
- Details of injuries as known
- Action taken so far
- Contact Point

Request assistance on site as necessary (e.g. back-up staff if leaders are involved, for student/pupil/service user support – others skills as required)

- Consider transport arrangements - need to hire additional vehicles/drivers
- Consider abandonment of the activity.

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Arrange for non-casualties to return to school/setting, hotel, hostel, etc.

- Notify health & safety executive as appropriate by phone (01604 738 300)
- Complete accident and incident forms/obtain witness statements
- Do not discuss legal liability
- Prepare to deal with the media (see Category 5) - Media may learn of the incident very quickly)
- Decide who is to speak to the media beware of rumour try to dispel it

## **APPENDIX 2: GUIDANCE FOR GROUP LEADERS ON - OUT OF SCHOOL ACTIVITIES OUTSIDE THE UK**

### **THERE HAS BEEN A MAJOR INCIDENT**

Pupils/service user should not to the media unless arranged by staff/parents and written permission given by parents/guardian

- Obtain facts and information - record all actions – if not immediately, as soon as possible after the event
- Call emergency services as necessary using local numbers – numbers should be known in advance
- Administer first aid where possible - Be aware of blood contact
- Call other assistance as necessary (Staff, passers-by, First Aid, Doctor, translator)
- Identify and keep a record of witnesses.
- Establish who is in charge
- If party is all together, arrange for non-casualties to return to base and await further information.
- If party is in separate groups inform other groups where possible.
- Ensure non-casualties stay together.
- Establish contact point, if possible, one member of staff to remain at incident site to liaise with emergency services.
- Travel with casualties to hospital; take translator, medical history, consent and insurance forms plus their GHIC (UK Global Health Insurance Card) or EHIC (European Health Insurance Card).
- Keep others informed of the situation
- Inform school/senior member of staff on call - Category 3 GIVE INFORMATION
- Names of those involved
- Nature, date, time location of incident
- Details of injuries as known
- Action taken so far
- Give Contact Point
- Request assistance on site as necessary (back up staff if leaders are involved, for student/pupil/service user support – other skills as required)
- Consider abandonment of the activity
- Arrange for non-casualties to return to base
- Consider transport arrangements inc parents to party, party to return – need to hire additional vehicles/drivers

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- Notify health & safety executive as appropriate [Contact the Health and Safety Executive \(hse.gov.uk\)](https://www.hse.gov.uk)
- Complete accident and incident forms/obtain witness statements
- Do not discuss legal liability
- Prepare to deal with the media (see Category 5) - Media may learn of the incident very quickly

## **APPENDIX 3: GUIDANCE FOR SCHOOL BASED STAFF – INCIDENT AWAY FROM SCHOOL RECORD ALL ACTIONS – if not immediately, as soon as possible after the events**

### **THERE HAS BEEN A MAJOR INCIDENT**

- OBTAIN FACTS AND INFORMATION
- Name of person making the call
- Nature of incident – road traffic accident/ fire/bomb
- Names of those involved – are members of party accounted for/missing
- Date of incident
- Time of incident
- Details of injuries – walking wounded/immobile
- What action has been taken so far – onsite first aid/emergency services called/onsite, non-casualties returned to base/located in a building near scene of incident. Who is in charge of non-casualties
- Who is travelling with casualties to hospital? Nature of incident
- Ensure emergency assistance has been called
- Confirm who is in charge at the scene – is back-up staff required?
- Head then contacts – Site Manager, Chair of governors and other governors.
- Head contact HSE and other support network/translators/religious/insurers
- Other staff contacted who will operate a cascade system to non-teaching staff,
- Head calls emergency meeting and decides on who, when and how to tell parents.
- Arrange for parents to come to school setting
- Prepare for media (they may know before you)
- If incident in holidays, etc. Consider briefing school/setting at earliest opportunity

## **APPENDIX 4: INCIDENT IN SCHOOL ENVIRONMENT RECORD ALL ACTIONS**

- if not immediately, as soon as possible after the events
- There has been a major incident
- Obtain facts and information
- Call emergency services as necessary using 999 system
- Administer first aid where possible. Be aware of blood contact.
- Consider evacuation of school/setting – by fire alarm/by word of mouth
- Account for all pupils, service users staff and visitors –
- If anyone missing inform Emergency Services
- Inform rest of school/setting of incident as appropriate – instruct as necessary
- Keep record of witnesses
- Call meeting to discuss planning - form emergency team
- Allocate tasks (consider experience)
- Consider relocation to other premises – The Department can advise
- Consider closing school/setting (Sending home – Public announcements)
- Information can be released or refer calls to
- Update information regularly/briefing meetings – review, re-assess actions
- Notify health & safety executive [Contact the Health and Safety Executive \(hse.gov.uk\)](https://www.hse.gov.uk)
- Complete accident forms as necessary
- Consider police requests for incident room
- Prepare to deal with the media (See Category 5)
- If incident in holidays etc. Consider briefing school/setting at earliest opportunity

## **APPENDIX 5: DEALING WITH THE MEDIA**

***Record all actions, if not immediately, as soon as possible after the event.***

Remember, unless you were directly involved in the incident, the media may find out about it before you do.

You need to be prepared and someone in the out of school/setting group or, at the school/setting, should have received some training in dealing with the media.  
(A member of staff should be trained in dealing with the media).

Governing Bodies should nominate one person to deal with the media before an incident arises. Individual governors must understand that this is the agreed policy. This might be the Key Manager or other senior members of staff, remember, there will be great pressure from the media to talk to those directly involved.

***(Have a clear pre-arrangement)***

Switchboard staff need to be fully briefed on known facts and made aware of what information can be released to callers.

### **Advice for spokespersons:**

- Stick to the facts – do not give any fact unless you are certain it is *correct*.
- Do not speculate – your interpretation and understanding can and probably will be exaggerated or quoted as fact.
- Do not reveal unauthorised information – but do tell the media that is why you cannot divulge such detail.
- Never say “no comment” – it can be taken as a negative answer which could be inaccurate and lead to later difficulties.
- Do not be afraid to say “I don’t know” – try to find the answer for a later response.
- Try to arrange a press conference or interviews – state time and place.

### **Advice for staff dealing with the media:**

- Know where the media liaison point or media centre is if one has been set up.
- Do not unnecessarily hinder or obstruct media personnel.
- Do remember your attitude to the media will reflect upon your school/setting and/or the City Council. Inform the press officer/spokesperson of:



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- Any development which may assist them
- Any media representative you suspect of acting inappropriately

Do not allow yourself to be distracted from the main task – explain if you have to why you are too busy to help.

**Remember:** ad hoc, ill-informed and casual statements will be unhelpful and may prejudice a later claim for negligence. All official statements to the press should be made after liaison with other relevant persons involved to avoid misrepresentation.

## **APPENDIX 6:**

### **THE AFTERMATH**

#### **General guidance for staff and managers:**

- The consequences of any major event upon all those connected with it cannot be precisely defined. The care and support necessary for individuals will be needed as quickly as possible after the event.
- At this stage you will not be on your own and outside support will be available to you – education psychology can help (see directory). Remember to also consider welfare officers.
- Teachers/Group Leaders should know their own pupils/young people and have some idea on how best to handle them.
- Each individual may need a different approach.
- There will be much to consider and the job ahead may be very difficult.

#### **Teachers/Group Leaders – remember:**

- You are the person best placed to help your children/young people
- If possible, keep to your routine
- Speak regularly to your children/young people
- Talk to other staff – you are your own best support group
- You are not alone
- Lean on your colleagues
- Take time to listen to your children/young people and each other
- Arrange for debriefings
- Remember the incident – draw pictures – consider acting it out
- Separate facts/feelings/thoughts
- Remember your friends – talk about them
- Monitor possible effect – seek professional support (Education Psychology, Welfare Officers)
- Be careful how you answer the phone – it may be a relative of a casualty, it may be the press
- Don't talk to the media without prior approval

- Try not to apportion blame
- Consider how hurt and bereaved families should be contacted
- Use the most appropriate people with relevant skills
- Consider how your governors can help
- Consider protocol for funerals with family
- Seek advice, e.g., ethnic/religious considerations
- Consider how hospital visits should be arranged – who should go, who should not
- Consider a special assembly/young people's meeting
- Consider how to handle spontaneous memorials, i.e., flowers in school/ settings

**Later:**

- Consider what may have been lost – not only lives but other things – resources, accommodation, coursework, personal property, continuity.
- Consider re-entry to school/setting of injured pupils, service users and staff
- Consider establishing a memorial/holding a service

**Remember:**

- Expect heightened anxiety or guilt
- You can only do your best
- Mistakes may happen, we are only human
- Do not expect instant results
- Do not expect to please everyone
- Learn from what has happened
- Adjust emergency plans accordingly

**APPENDIX 7:**  
**EMERGENCY CONTACT DIRECTORY**

<b>Contact</b>	<b>In school hours</b>	<b>Out of school hours</b>
Headteacher – J Gadsby	0116 2875305	07814 122 567
Deputy – E Stone	0116 2875305	07988 844 932
Assistant Headteacher – B Patel	0116 2875305	07536 002 642
Business Manager	0116 2875305	07905 166 103
Site Manager	0116 2875305	07517 766 970
Mobile phones	07936 005 332	07936 005 331
Education Psychology	0116 454 5470	
Welfare Officers – Rash Patel	0116 454 5510	07817 300 123
Public Relations Officer – Debra Reynolds	0116 454 4151	
Chair of Governors – Nilesh Makwana	07855 704 362	
Vice Chair of Governors – Aaron Toogood	07540 172 891	
Transport companies	Confidence Coaches Austen Clark	0116 271 6893 0116 262 9492

*This directory should be updated for every trip and must be taken by the party leader on the trip itself*

## **APPENDIX 8:**

### **INCLEMENT WEATHER - CODE OF PRACTICE**

The principles which underlie the agreed code are:-

- a) Employees who lose time because they genuinely have travelling difficulties will not be penalised.
- b) The onus is on employees to convince their Headteacher that their late arrival or failure to attend is reasonable in the circumstances.
- c) It is legitimate for employees who have difficulty reaching their normal school to be asked to report to another school (DBS procedures may make this difficult) or to work at home.

### **PROCEDURE WHEN A DECISION HAS BEEN TAKEN TO OPEN OR CLOSE THE SCHOOL**

Headteacher to contact the Site Manager who will risk assess the conditions at the school and consider the health and safety of pupils, parents and staff before making a decision as to whether it is safe to open the school.

Headteacher to contact Deputy Headteacher as early as possible.

Headteacher to inform Chair of Governors and media if need be.

#### *Winter Conditions*

#### **\*\*\*\* Important Notice \*\*\*\***

The policy of the school, when coping with severe weather conditions, is:-

1. No child will be sent home early or the school closed unless notice, in writing, has been given to parents i.e. the school will remain open during normal school hours unless you have received a letter advising you otherwise.
2. In some circumstances, parents may feel it is wiser to collect their children early. This is quite in order as it is a decision which only you can make, knowing your particular circumstances and distance from school etc., but to avoid confusion, please follow the established procedure and call at the office and ensure your child's name is entered on the list of children leaving early so that we know quite definitely which children have been safety collected and by whom.
3. Please do not collect other people's children unless you have the full knowledge and consent of the child's parents or this could lead to worry and confusion. If you have arranged to collect other children as well as your own, please see that their names are listed also.
4. If in doubt ring the school, telephone Leicester 2875305, but remember that the school will remain open and your children will be cared for.

**However, in very exceptional circumstances, the school informs the Local Authority using an online form. The LA will then inform Radio Leicester. Lists of schools which are closed are published on line.**

## **Procedures for Staff**

All staff are expected to make a serious and determined attempt to get to work in adverse weather.

### **Telephone/Text Chain**

**Headteacher to inform:** Deputy, Assistant Headteacher, the Senior Leadership team and office staff, who will in turn inform their teams. Site Manager will inform cleaning staff. Headteacher will inform lunch time supervisors.

### **Recording absence in the event of closure:**

The school will use Code Y to record pupils' absence due to adverse weather conditions e.g. storms, snow and floods and to record pupils who cannot attend for one of the following reasons:

- The school, or part of it, closes because of a site failure such as heating and electricity failures or insufficient staff to supervise the pupils;
- Or pupils are prevented from travelling due to adverse weather conditions (but not when alternative routes and methods of travel are available).

The code can be used for the whole school or for the discrete group of pupils affected. Pupil sessions recorded using Code Y are not counted in the school attendance and absence statistics that are collected through the school census system.